

SUMMARY OF INDIVIDUAL RATING OF ADMINISTRATIVE STAFF
Rating Period: July to December 2018

Name of Administrative Staff: **MARISSA P. BABILONIA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2 x 3)
1. Numerical Rating per IPCR	4.97	70%	3.479
2. Supervisor's/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL RATING			4.928

EQUIVALENT NUMERICAL RATING: 4.928

Add: Additional Points, if any:

TOTAL NUMERICAL RATING 4.928

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


MARISSA P. BABILONIA
Name of Staff


Reviewed by:


ANALYN M. MAZO
Head

Recommending Approval:


CANDELARIO L. CALIBO
CAS, Dean

Approved:


BEATRIZ S. BELONIAS
Vice President

<p>1940-1941</p> <p>1942-1943</p> <p>1944-1945</p> <p>1946-1947</p> <p>1948-1949</p> <p>1950-1951</p> <p>1952-1953</p> <p>1954-1955</p> <p>1956-1957</p> <p>1958-1959</p> <p>1960-1961</p> <p>1962-1963</p> <p>1964-1965</p> <p>1966-1967</p> <p>1968-1969</p> <p>1970-1971</p> <p>1972-1973</p> <p>1974-1975</p> <p>1976-1977</p> <p>1978-1979</p> <p>1980-1981</p> <p>1982-1983</p> <p>1984-1985</p> <p>1986-1987</p> <p>1988-1989</p> <p>1990-1991</p> <p>1992-1993</p> <p>1994-1995</p> <p>1996-1997</p> <p>1998-1999</p> <p>2000-2001</p> <p>2002-2003</p> <p>2004-2005</p> <p>2006-2007</p> <p>2008-2009</p> <p>2010-2011</p> <p>2012-2013</p> <p>2014-2015</p> <p>2016-2017</p> <p>2018-2019</p> <p>2020-2021</p> <p>2022-2023</p> <p>2024-2025</p>	<p>1940-1941</p> <p>1942-1943</p> <p>1944-1945</p> <p>1946-1947</p> <p>1948-1949</p> <p>1950-1951</p> <p>1952-1953</p> <p>1954-1955</p> <p>1956-1957</p> <p>1958-1959</p> <p>1960-1961</p> <p>1962-1963</p> <p>1964-1965</p> <p>1966-1967</p> <p>1968-1969</p> <p>1970-1971</p> <p>1972-1973</p> <p>1974-1975</p> <p>1976-1977</p> <p>1978-1979</p> <p>1980-1981</p> <p>1982-1983</p> <p>1984-1985</p> <p>1986-1987</p> <p>1988-1989</p> <p>1990-1991</p> <p>1992-1993</p> <p>1994-1995</p> <p>1996-1997</p> <p>1998-1999</p> <p>2000-2001</p> <p>2002-2003</p> <p>2004-2005</p> <p>2006-2007</p> <p>2008-2009</p> <p>2010-2011</p> <p>2012-2013</p> <p>2014-2015</p> <p>2016-2017</p> <p>2018-2019</p> <p>2020-2021</p> <p>2022-2023</p> <p>2024-2025</p>	<p>1940-1941</p> <p>1942-1943</p> <p>1944-1945</p> <p>1946-1947</p> <p>1948-1949</p> <p>1950-1951</p> <p>1952-1953</p> <p>1954-1955</p> <p>1956-1957</p> <p>1958-1959</p> <p>1960-1961</p> <p>1962-1963</p> <p>1964-1965</p> <p>1966-1967</p> <p>1968-1969</p> <p>1970-1971</p> <p>1972-1973</p> <p>1974-1975</p> <p>1976-1977</p> <p>1978-1979</p> <p>1980-1981</p> <p>1982-1983</p> <p>1984-1985</p> <p>1986-1987</p> <p>1988-1989</p> <p>1990-1991</p> <p>1992-1993</p> <p>1994-1995</p> <p>1996-1997</p> <p>1998-1999</p> <p>2000-2001</p> <p>2002-2003</p> <p>2004-2005</p> <p>2006-2007</p> <p>2008-2009</p> <p>2010-2011</p> <p>2012-2013</p> <p>2014-2015</p> <p>2016-2017</p> <p>2018-2019</p> <p>2020-2021</p> <p>2022-2023</p> <p>2024-2025</p>	<p>1940-1941</p> <p>1942-1943</p> <p>1944-1945</p> <p>1946-1947</p> <p>1948-1949</p> <p>1950-1951</p> <p>1952-1953</p> <p>1954-1955</p> <p>1956-1957</p> <p>1958-1959</p> <p>1960-1961</p> <p>1962-1963</p> <p>1964-1965</p> <p>1966-1967</p> <p>1968-1969</p> <p>1970-1971</p> <p>1972-1973</p> <p>1974-1975</p> <p>1976-1977</p> <p>1978-1979</p> <p>1980-1981</p> <p>1982-1983</p> <p>1984-1985</p> <p>1986-1987</p> <p>1988-1989</p> <p>1990-1991</p> <p>1992-1993</p> <p>1994-1995</p> <p>1996-1997</p> <p>1998-1999</p> <p>2000-2001</p> <p>2002-2003</p> <p>2004-2005</p> <p>2006-2007</p> <p>2008-2009</p> <p>2010-2011</p> <p>2012-2013</p> <p>2014-2015</p> <p>2016-2017</p> <p>2018-2019</p> <p>2020-2021</p> <p>2022-2023</p> <p>2024-2025</p>
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PUBLISHED FOR THE EDITOR

DATA: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, AA, AB, AC, AD, AE, AF, AG, AH, AI, AJ, AK, AL, AM, AN, AO, AP, AQ, AR, AS, AT, AU, AV, AW, AX, AY, AZ, BA, BB, BC, BD, BE, BF, BG, BH, BI, BJ, BK, BL, BM, BN, BO, BP, BQ, BR, BS, BT, BU, BV, BW, BX, BY, BZ, CA, CB, CC, CD, CE, CF, CG, CH, CI, CJ, CK, CL, CM, CN, CO, CP, CQ, CR, CS, CT, CU, CV, CW, CX, CY, CZ, DA, DB, DC, DD, DE, DF, DG, DH, DI, DJ, DK, DL, DM, DN, DO, DP, DQ, DR, DS, DT, DU, DV, DW, DX, DY, DZ, EA, EB, EC, ED, EE, EF, EG, EH, EI, EJ, EK, EL, EM, EN, EO, EP, EQ, ER, ES, ET, EU, EV, EW, EX, EY, EZ, FA, FB, FC, FD, FE, FF, FG, FH, FI, FJ, FK, FL, FM, FN, FO, FP, FQ, FR, FS, FT, FU, FV, FW, FX, FY, FZ, GA, GB, GC, GD, GE, GF, GG, GH, GI, GJ, GK, GL, GM, GN, GO, GP, GQ, GR, GS, GT, GU, GV, GW, GX, GY, GZ, HA, HB, HC, HD, HE, HF, HG, HH, HI, HJ, HK, HL, HM, HN, HO, HP, HQ, HR, HS, HT, HU, HV, HW, HX, HY, HZ, IA, IB, IC, ID, IE, IF, IG, IH, II, IJ, IK, IL, IM, IN, IO, IP, IQ, IR, IS, IT, IU, IV, IW, IX, IY, IZ, JA, JB, JC, JD, JE, JF, JG, JH, JI, JJ, JK, JL, JM, JN, JO, JP, JQ, JR, JS, JT, JU, JV, JW, JX, JY, JZ, KA, KB, KC, KD, KE, KF, KG, KH, KI, KJ, KK, KL, KM, KN, KO, KP, KQ, KR, KS, KT, KU, KV, KW, KX, KY, KZ, LA, LB, LC, LD, LE, LF, LG, LH, LI, LJ, LK, LL, LM, LN, LO, LP, LQ, LR, LS, LT, LU, LV, LW, LX, LY, LZ, MA, MB, MC, MD, ME, MF, MG, MH, MI, MJ, MK, ML, MM, MN, MO, MP, MQ, MR, MS, MT, MU, MV, MW, MX, MY, MZ, NA, NB, NC, ND, NE, NF, NG, NH, NI, NJ, NK, NL, NM, NO, NP, NQ, NR, NS, NT, NU, NV, NW, NX, NY, NZ, OA, OB, OC, OD, OE, OF, OG, OH, OI, OJ, OK, OL, OM, ON, OO, OP, OQ, OR, OS, OT, OU, OV, OW, OX, OY, OZ, PA, PB, PC, PD, PE, PF, PG, PH, PI, PJ, PK, PL, PM, PN, PO, PP, PQ, PR, PS, PT, PU, PV, PW, PX, PY, PZ, QA, QB, QC, QD, QE, QF, QG, QH, QI, QJ, QK, QL, QM, QN, QO, QP, QQ, QR, QS, QT, QU, QV, QW, QX, QY, QZ, RA, RB, RC, RD, RE, RF, RG, RH, RI, RJ, RK, RL, RM, RN, RO, RP, RQ, RR, RS, RT, RU, RV, RW, RX, RY, RZ, SA, SB, SC, SD, SE, SF, SG, SH, SI, SJ, SK, SL, SM, SN, SO, SP, SQ, SR, SS, ST, SU, SV, SW, SX, SY, SZ, TA, TB, TC, TD, TE, TF, TG, TH, TI, TJ, TK, TL, TM, TN, TO, TP, TQ, TR, TS, TT, TU, TV, TW, TX, TY, TZ, UA, UB, UC, UD, UE, UF, UG, UH, UI, UJ, UK, UL, UM, UN, UO, UP, UQ, UR, US, UT, UU, UV, UW, UX, UY, UZ, VA, VB, VC, VD, VE, VF, VG, VH, VI, VJ, VK, VL, VM, VN, VO, VP, VQ, VR, VS, VT, VU, VV, VW, VX, VY, VZ, WA, WB, WC, WD, WE, WF, WG, WH, WI, WJ, WK, WL, WM, WN, WO, WP, WQ, WR, WS, WT, WU, WV, WW, WX, WY, WZ, XA, XB, XC, XD, XE, XF, XG, XH, XI, XJ, XK, XL, XM, XN, XO, XP, XQ, XR, XS, XT, XU, XV, XW, XX, XY, XZ, YA, YB, YC, YD, YE, YF, YG, YH, YI, YJ, YK, YL, YM, YN, YO, YP, YQ, YR, YS, YT, YU, YV, YW, YX, YY, YZ, ZA, ZB, ZC, ZD, ZE, ZF, ZG, ZH, ZI, ZJ, ZK, ZL, ZM, ZN, ZO, ZP, ZQ, ZR, ZS, ZT, ZU, ZV, ZW, ZX, ZY, ZZ.

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2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 2680, 2681, 26

1. *Journal of the American Medical Association*, 2000; 283: 2686-2692.

[illegible]

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Detailed description of Figure 1: The graph plots the percentage of total energy expenditure (TEE) for five activities over a 24-hour period. The Y-axis represents 'Percentage of TEE' from 0 to 100 in increments of 20. The X-axis represents 'Time of day' from 0 to 24. The activities and their approximate values are: Sleeping (blue line, ~80% at night, ~10% during the day), Resting (green line, ~10% at night, ~20% during the day), Standing (red line, ~10% at night, ~10% during the day), Walking (orange line, ~10% at night, ~10% during the day), and Running (purple line, ~10% at night, ~10% during the day). The total TEE is represented by a black line at 100%.

Time of day	Sleeping	Resting	Standing	Walking	Running
0	80	10	10	10	10
4	80	10	10	10	10
8	10	20	10	10	10
12	10	20	10	10	10
16	10	20	10	10	10
20	80	10	10	10	10
24	80	10	10	10	10


100-443887-100

Visayas State University
DEPARTMENT OF BIOLOGICAL SCIENCES
Visca, Baybay City, Leyte
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **MARISSA P. BABILONIA**, Admin Aide VI, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period
July to December 2018


MARISSA P. BABILONIA
Admin Aide VI

Date: _____


ANALYN M. MAZO
Head, DBS

Date: _____

MFO No.	MFO Description	Success/Performance Indicator (PI)	Task Assigned	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO	1: Advanced Education Services									
	DBS MFO 1. Graduate Degree Program									
	DBS MFO 2. Graduate Student									
	UMFO 2. Higher Education Services									
	DBS MFO 1. Curriculum Program									
	DBS MFO 3. RESEARCH									
	DBS MFO 4. Extension services									
	DBS MFO 5. Support to operation									
	DBS MFO 6: General Administration and Support									
	Laboratory Services									
	Number of laboratory equipment properly maintained	Maintain equipment	70	130	5	4.5	5	4.83		
	No. of glasswares/equipment dispensed	Dispense glasswares to students	1,050	1,900	5	5	5	5.00		
	No. of glasswares/equipment inventoried/yr	Assist faculty and students in their laboratory	900	1,800	5	5	5	5.00		

SECRET

Abstract The purpose of this study was to examine the effects of a 6-week training program on the physical fitness and health-related quality of life (HRQL) of sedentary elderly people. A total of 70 elderly people were randomly assigned to either a control group or an exercise group. The exercise group performed a supervised aerobic and resistance training program three times per week for six weeks. Physical fitness parameters measured included maximum oxygen consumption ($\dot{V}O_{2\max}$), peak power output (PPO), and peak heart rate (HR). HRQL was assessed using the EuroQOL-5D questionnaire. The results showed that the exercise group had significantly higher values for $\dot{V}O_{2\max}$, PPO, and HR compared to the control group at the end of the six-week period. Additionally, the exercise group reported significantly higher scores on all five dimensions of the EuroQOL-5D questionnaire, indicating improved HRQL. These findings suggest that a structured exercise program can effectively improve physical fitness and HRQL in sedentary elderly individuals.

Figure 1

[illegible]

1990

Account	Period	Debit	Credit	Balance
1000	10/1		100.00	100.00
1000	10/2	50.00		50.00
1000	10/3		25.00	75.00
1000	10/4	25.00		50.00
1000	10/5		50.00	100.00
1000	10/6	100.00		0.00
1000	10/7		100.00	100.00
1000	10/8	100.00		0.00
1000	10/9		100.00	100.00
1000	10/10	100.00		0.00
1000	10/11		100.00	100.00
1000	10/12	100.00		0.00
1000	10/13		100.00	100.00
1000	10/14	100.00		0.00
1000	10/15		100.00	100.00
1000	10/16	100.00		0.00
1000	10/17		100.00	100.00
1000	10/18	100.00		0.00
1000	10/19		100.00	100.00
1000	10/20	100.00		0.00
1000	10/21		100.00	100.00
1000	10/22	100.00		0.00
1000	10/23		100.00	100.00
1000	10/24	100.00		0.00
1000	10/25		100.00	100.00
1000	10/26	100.00		0.00
1000	10/27		100.00	100.00
1000	10/28	100.00		0.00
1000	10/29		100.00	100.00
1000	10/30	100.00		0.00
1000	10/31		100.00	100.00
1000	11/1	100.00		0.00
1000	11/2		100.00	100.00
1000	11/3	100.00		0.00
1000	11/4		100.00	100.00
1000	11/5	100.00		0.00
1000	11/6		100.00	100.00
1000	11/7	100.00		0.00
1000	11/8		100.00	100.00
1000	11/9	100.00		0.00
1000	11/10		100.00	100.00
1000	11/11	100.00		0.00
1000	11/12		100.00	100.00
1000	11/13	100.00		0.00
1000	11/14		100.00	100.00
1000	11/15	100.00		0.00
1000	11/16		100.00	100.00
1000	11/17	100.00		0.00
1000	11/18		100.00	100.00
1000	11/19	100.00		0.00
1000	11/20		100.00	100.00
1000	11/21	100.00		0.00
1000	11/22		100.00	100.00
1000	11/23	100.00		0.00
1000	11/24		100.00	100.00
1000	11/25	100.00		0.00
1000	11/26		100.00	100.00
1000	11/27	100.00		0.00
1000	11/28		100.00	100.00
1000	11/29	100.00		0.00
1000	11/30		100.00	100.00
1000	11/31	100.00		0.00
1000	12/1		100.00	100.00
1000	12/2	100.00		0.00
1000	12/3		100.00	100.00
1000	12/4	100.00		0.00
1000	12/5		100.00	100.00
1000	12/6	100.00		0.00
1000	12/7		100.00	100.00
1000	12/8	100.00		0.00
1000	12/9		100.00	100.00
1000	12/10	100.00		0.00
1000	12/11		100.	

Annex O

Instrument for Performance Effectiveness of Administrative Staff

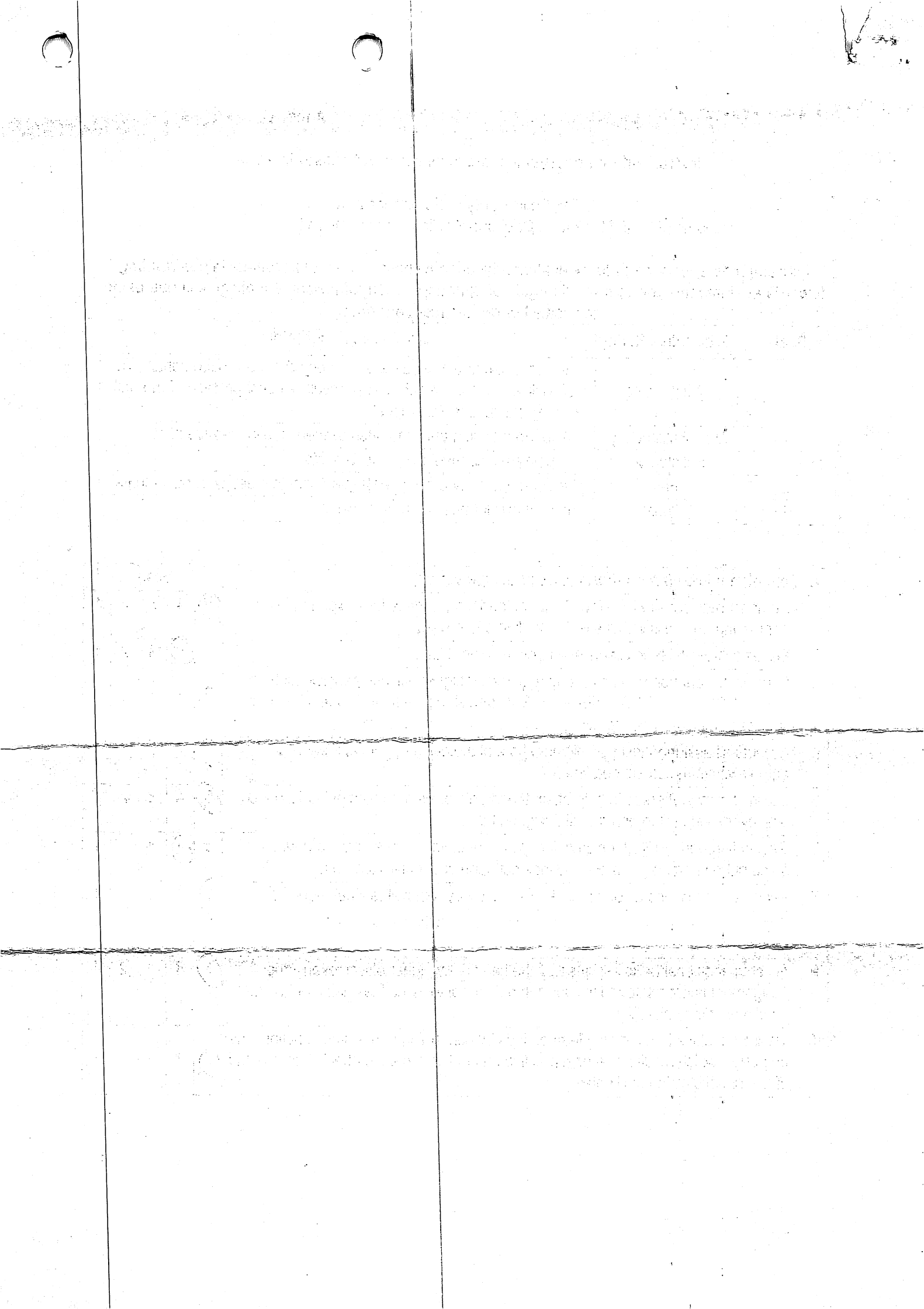
Rating Period: **July to December 2018**

Name of Staff: **Marissa P. Babilona** Position: **Admin Aide VI**

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements


A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1

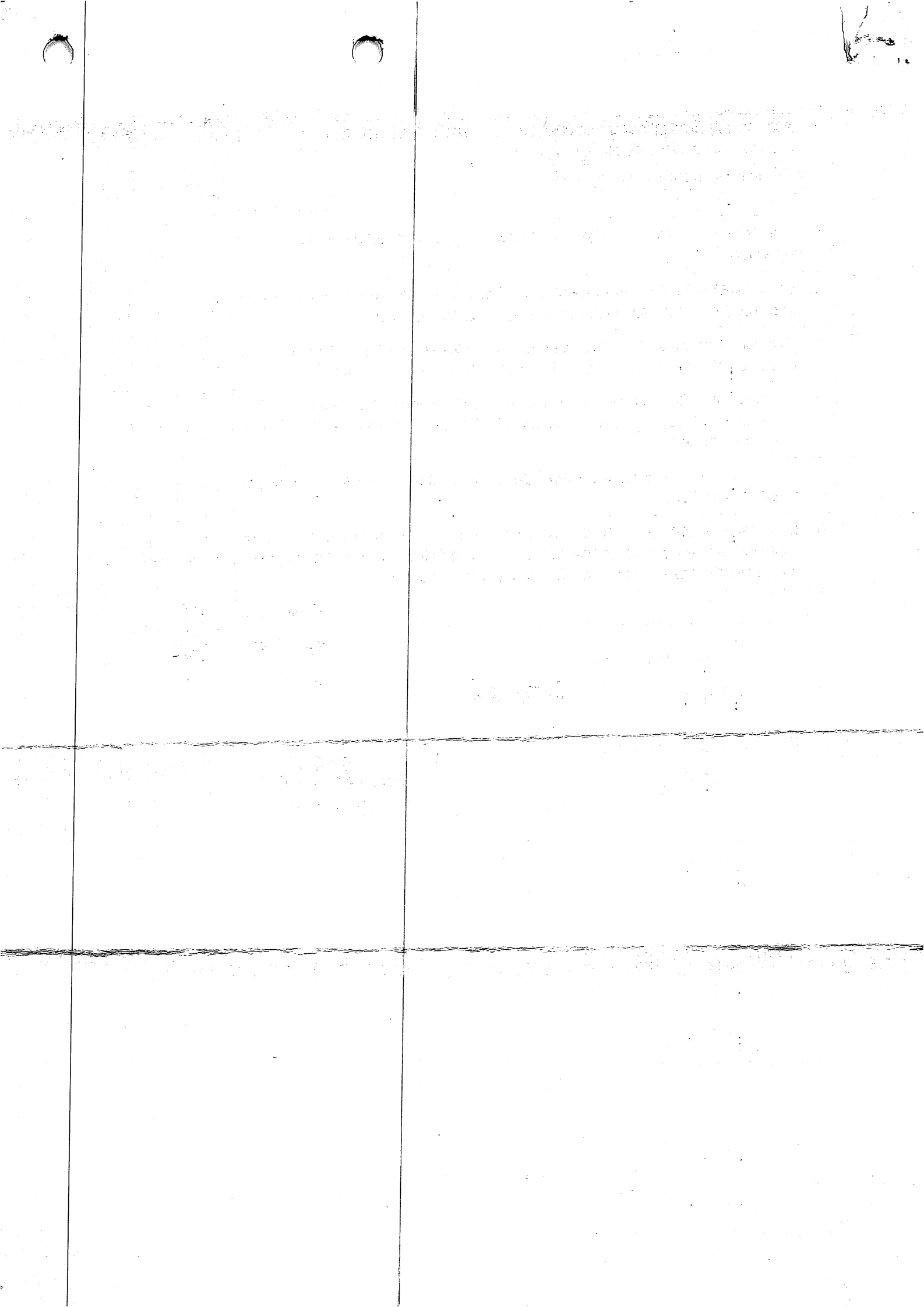


11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12. Willing to be trained and developed	5	4	3	2	1
Total Score					
B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score	58				
Average Score	4.83				

Overall recommendation :

Outstanding


ANALYN M. MAZO
Name of Head



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MARISSA P. BABILONIA

Performance Rating: Outstanding

Aim: to be updated with recent laboratory practices and echo learnings to the Lab aide/assistant

Proposed Interventions to Improve Performance: let the staff attend trainings/seminars

Date: June Target Date: 2019

First Step:

Look for trainings/seminars that can possibly be attended at least once a year to enhance skills

Result:

Possible training/seminar identified

Date: July Target Date: September-October

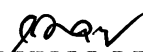
Next Step:

Make recommendation to the NAPB on the attendance of Ms. Babilonia to the said seminar

Outcome: Apply and Re-echo the learnings of the seminar to the lab aide.

Final Step/Recommendation:

Prepared by:


ANALYN M. MAZO
Unit Head

Conforme 

MARISSA P. BABILONIA
Rate

UNIT OF THE DEPT. OF THE ARMY

Division of Engineering, Construction
and Maintenance, U.S. Army Corps of Engineers

As to be approved with respect to the proposed
construction of the proposed project.

Proposed project to improve the waterway and
navigation of the proposed project.

Title: _____
Date: _____

1. The proposed project is to improve the waterway and
navigation of the proposed project.

2. The proposed project is to improve the waterway and
navigation of the proposed project.

3. The proposed project is to improve the waterway and
navigation of the proposed project.

4. The proposed project is to improve the waterway and
navigation of the proposed project.

5. The proposed project is to improve the waterway and
navigation of the proposed project.

6. The proposed project is to improve the waterway and
navigation of the proposed project.

UNIT OF THE DEPT. OF THE ARMY
Division of Engineering, Construction
and Maintenance, U.S. Army Corps of Engineers

Project No. _____

1. The proposed project is to improve the waterway and
navigation of the proposed project.