

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.451
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.92	30%	1.476
<b>TOTAL NUMERICAL RATING</b>			<b>4.927</b>

TOTAL NUMERICAL RATING: 4.927  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: 4.927

FINAL NUMERICAL RATING 4.927

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
**MARISSA P. BABILONIA**  
Name of Staff


Reviewed by:

  
**ANALYN M. MAZO**  
Department/Office Head

Recommending Approval:

  
**CANDELARIO L. CALIBO**  
CAS, Dean

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for instruction

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



I, **MARISSA P. BABILONIA**, Admin Aide IV, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period  
 January to June 2019

**MARISSA P. BABILONIA**  
 Admin Aide IV

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 glassware/ equipment to stud	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	4.5	5	4.83		
	% of students & faculty served on time during the scheduled lab. classes & with zero complaint	Request chemicals needed for lab operations	90%	100%	5	5	5	5.00		
	% of request for reagents prepared & issued during schedule lab. classes	Facilitate collection and preparation of specimens	95%	100%	5	5	5	5.00		
	% specimens collected & prepared before scheduled lab.	Inventory equipment for declaration as waste								
	% materials/equipment submitted to the property									
								24.67		
Total Over-all Rating								4.93		
Average Rating										
Adjectival Rating						OUTSTANDING				

Evaluated & Rated by:

**ANALYN M. MAZO**  
 Department Head

Recommending Approval:

**CANDELARIO L. CALIBO**  
 College Dean

Approved:

**BEATRIZ S. BELONIAS**  
 Vice President for Instruction

Comments and Suggestion:

*Needs to coach the lab aide before retiring on Jan. 2020*

*Control No. 125*



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – July 2019

Name of Staff: MARISSA P. BABILONIA Position: ADMIN AIDE IV

**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

## 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 2019      Target Date: December 2020

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: 2019      Target Date: 2020

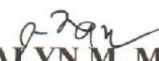
Next Step:

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**