

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Janaury to June 2018

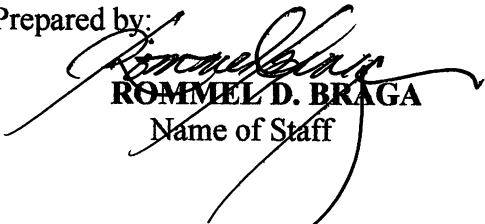
Name of Administrative Staff: ROMMEL D. BRAGA

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 3.90 | 70% | 2.73 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 2.23 | 30% | 0.66 |
| TOTAL NUMERICAL RATING | | | 3.39 |

TOTAL NUMERICAL RATING: 3.39
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 3.39

ADJECTIVAL RATING: "VS"

Prepared by: 
ROMMEL D. BRAGA
Name of Staff

Reviewed by: 
ANDRELI D. PARDALES
Department/Office Head *che*
9/14

Approved: 
BEATRIZ S. BELONIAS
Vice President- Instruction

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (OPCR)

I, **ROMMEL D. BRAGA**, of the University Library 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 2018.

ROMMEL D. BRAGA
Ratee

Approved:

ANDRELI D. PARDALES
Head of Unit

| MFO NO. | MFOs/PAPs | Success Indicators | Tasks Assigned | 2018 Target | Actual Accomplishment | Rating | | | | Remarks |
|---|---|---|--------------------|--------------------------------------|---------------------------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| UMFO 6 GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS) | | | | | | | | | | |
| LIBMFO 2 | EFFICIENT AND CUSTOMER FRIENDLY FRONTLINE ASSITANCE | P1 1. Efficient and customer-friendly frontline services | Front Services | O Compliant from client | O Compliant from client | 5 | 5 | 5 | 5 | |
| UFMO 5 SUPPORT TO OPERATIONS (STD) | | | | | | | | | | |
| LIBMFO 5 | LIBRARY SERVICES | | | | | | | | | |
| | | P1 2. Number of bulletin board displays executed | Reader's Services | 3 Library Displays | 3 Library Displays | 4 | 4 | 3 | 3.66 | |
| | | P1.3 Number of theses bound | Technical Services | 600 theses bound | 615 theses bound | 5 | 4 | 3 | 4 | |
| | | PI.4. Number of books repaired | Technical Services | 360 books repaired | 380 books repaired | 5 | 4 | 3 | 4 | |
| LIBMFO 5 | LIBRARY SERVICES | P1.5. Number of hours spent guarding entrance/exit on assigned special duties | Reader's Services | 80 hours spent guarding the entrance | 140 hours spent guarding the entrance | 4 | 3 | 3 | 3.33 | |
| | | PI 3. Number of hours spent securing the library and its facilities during special duties. (Opening and/or closing doors and windows, turning off lights and electric fans, etc.) | Reader's Services | 12 hours | 15 hours | 4 | 4 | 3 | 3.66 | |
| | | PI 4. Number of hours spent cleaning library facilities on assigned weeks. (Cleaning CR, arranging tables and chairs, etc.) | Reader's Services | 40 hours | 50 hours | 4 | 4 | 3 | 3.66 | |

| | | |
|---|-------|--|
| Total Over-all Rating | 27.31 | |
| Average Rating (Total Over-all rating divided by 9) | | |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | 3.90 | |
| ADJECTIVAL RATING | "VS" | |

Evaluated & Rated by:


ANDRELI D. PARDALES
 Chief Librarian


Date: _____

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

Comments & Recommendations for Development
 Purpose:

*Mr. Braga has to make
 good by not being absent
 all the time so as not to
 hamper the services of the
 library*

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Instruction

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: ROMMEL D. BRAGA

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 |

12 16 - 28/12

| 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 | | | | | 28/12 |
| Average Score | | | | | 2.33 |

Overall recommendation : _____


ANDRELI D. PARDALES

Name of Head

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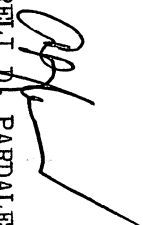
PERFORMANCE MONITORING FORM

Name of Employee: **ROMMEL D. BRAGA**

| Task No. | Task Description | Expected Output | Date Assigned | Expected Date to Accomplish | Actual Date accomplished | Quality of Output* | Over-all assessment of output** | Remarks/ Recommendation |
|----------|--|-----------------------------|---------------|-----------------------------|--------------------------|--------------------|---------------------------------|-------------------------|
| 1 | Binds theses, repairs book and bind journals | 250 theses, books, journals | January | June | June 2018 | Impressive | Satisfactory | |
| 2 | Secures the library and its facilities during special duties | 75 hours | January | June | June 2018 | Impressive | Satisfactory | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |

* Either very impressive, impressive, needs improvement, poor, very poor
 ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


ANDRELI D. PARDALES
 Chief Librarian
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BRAGA, ROMMEL D.
Performance Rating: January to June 2018

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Called his attention regarding absenteeism

Result: Minimized number of absences

Date: _____ Target Date: _____

Next Step:

Outcome: Lesses days of absences

Final Step/Recommendation:

Prepared by:


ANDRELI D. PARDALES
Unit Head