



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CONSTANCIO R. PATONONA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.36	70%	3.05
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.17	30%	1.25
TOTAL NUMERICAL RATING			4.30

TOTAL NUMERICAL RATING: 4.30

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.30

ADJECTIVAL RATING: "VS"

Prepared by: *A. M. Dag-Uman*
AIREEN M. DAG-UMAN
Name of Staff 01/04/22

Reviewed by: *V. A. Gilos*
VICENTE A. GILOS 01/04/22
Department/Office Head

Recommending Approval:

N/A
Dean/Director

Approved:

A. A. Villocino
ALELI A. VILLOCINO
Vice President-Students Affairs
and Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CONSTANCIO R. PATONONA** of the **OFFICE OF THE CHIEF LIBRARIAN** commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period **JULY TO DECEMBER 2022**

C. Patonona 11/5/23
CONSTANCIO R. PATONONA
Ratee

Approved: *[Signature]* *6/10/23*
VICENTE A. GILOS
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
OCLMF O 3	Technical Services	PI1 Number library materials sewn for binding/ bound	Bindery	15	25	5	5	5	5	
		PI 3 Number of library materials repaired and rebound	Bindery	40	25	3	3	3	3	No time for more output
		PI 4 Number of newspapers /other unserviceable materials knotted/fixed for waste	Technical work	10	No unserviceable for waste received	N/A	N/A	N/A	N/A	
		PI 5 Number hour s spent in assisting physical inventory of library materials	Technical work	54 hours	14 hours	3	3	3	3	
OCLMF O 4	Reference and Reader's Services	PI 1 Number of official documents picked up/ delivered	Messengerial	20	43	5	5	5	5	
		PI 2 Number of clients assisted and given accurate answers for direct queries	Frontline Service	20	65	5	5	5	5	
OCLMF O 6	Administrative and Support	PI 1 Number of hours spent in securing and/or safeguarding entrance and	Frontline Service	4 hours per day	4 hours	5	5	5	5	

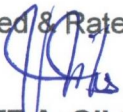
	Services Management	exit doors								
		PI 2 Number of hours spent in cleaning the High School library area daily	Utility work	2 hours per day	2 hours	5	5	5	5	
		PI 3 Number of hours spent in opening and closing windows and doors	Utility work	15 mins. per day	15 minutes	4	4	4	4	
		PI 4 Number of hours spent in grass cutting and gardening	Utility work	16 hours every two weeks	8 hours	3	3	3	3	Reduced due to face to face
		PI 5 Number of hours spent in watering plants	Utility work	1 hour per day	1 hour	5	5	5	5	
OCLMF O 7	Efficient and Customer-friendly Assistance	PI 1 Percentage of efficiency and customer-friendly	Frontline Service	100%	100%	5	5	5	5	
Total Overall Rating						48				
Average Rating						4.36				
Adjectival Rating						"VS"				

Average Rating (Total Over-all rating divided by 11)		4.36
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.36
ADJECTIVAL RATING		"VS"

Comments & Recommendations for Development Purpose:

He is an all-around utility worker. For sure, he will be missed after his retirement.

Evaluated & Rated by:

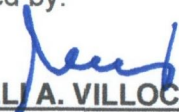


VICENTE A. GILOS

Dept/Unit Head

Date: 01/05/23

Approved by:



ALELI A. VILLOCINO

VP - Student Affairs & Services

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

PERFORMANCE MONITORING FORM

Name of Employee: CONSTANCIO R. PATONONA

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	Opens and closes doors and windows	25 hours	July 2022	December 2022	December 29, 2022	Impressive	Very satisfactory	
2	Inspects the building to make sure that electrical equipment and apparatus are off	30 hours	July 2022	December 2022	December 29, 2022	Impressive	Very satisfactory	
3	Takes care of the ornamental plants	20 hours	July 2022	December 2022	December 29, 2022	Impressive	Very satisfactory	
4	Helps the books repairs in the bindery	40 books repaired	July 2022	December 2022	December 29, 2022	Impressive	Very satisfactory	
5	Sends communications, notices, acknowledgement letters to other departments	20 communications and other documents	July 2022	December 2022	December 29, 2022	Impressive	Very satisfactory	
6	Number of hours cleaning the library	25 hours	July 2022	December 2022	December 29, 2022	Impressive	Very satisfactory	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


VICENTE A. GILOS

Unit Head

01/04/23



Instrument for Performance Effectiveness of Administrative Staff

 Rating Period: JULY-DECEMBER 2022

 Name of Staff: CONSTANCIO PATONONA Position: ADMINISTRATIVE AIDE

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	<u>4</u>	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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	<u>4</u>	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	<u>4</u>	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	<u>4</u>	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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	<u>4</u>	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	<u>4</u>	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	<u>5</u>	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	<u>4</u>	3	2	1

11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1
12. Willing to be trained and developed	5	4	<u>3</u>	2	1
Total Score	50				
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					
Average Score	4.17				

Overall recommendation : _____


VICENTE A. GILOS *ad/02/23*

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CONSTANCIO PATONONA
Performance Rating: _____

Aim:
Proposed Interventions to Improve Performance:

Date: JULY 2022 Target Date: DECEMBER 2022

First Step:

Result:

Date: _____ Target Date: _____


Next Step:

Outcome: _____

Final Step/Recommendation:

Good luck on your retirement next year!

Prepared by:


JOVELYN H. MABUAN 01/05/23
HEAD

Conforme:


CONSTANCIO PATONONA 1/5/23
Name of Ratee Faculty/Staff