

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
January to June 2020

Annex P

Name of Administrative Staff: **ROMMEL D. BRAGA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.27	70%	2.98
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.58	30%	1.07
TOTAL NUMERICAL RATING			4.05

TOTAL NUMERICAL RATING: 4.05

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.05

ADJECTIVAL RATING: "VS"

Prepared by:


ROMMEL D. BRAGA
Name of Staff


Reviewed by:


VICENTE A. GILOS
Department/Office Head

Recommending Approval: _____

N/A
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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 2020

ROMMEL D. BRAGA
Ratee

Approved:



VICENTE A. GILOS
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2020 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
LIBMFO 7	EFFICIENT AND CUSTOMER FRIENDLY FRONTLINE ASSISTANCE	P1 1. Efficient and customer-friendly frontline services	Front Services	O Compliant from client	O Compliant from client	4	4	4	4	
UFMO 8 INCOME GENERATING SERVICES										
LIBMFO 8	LIBRARY SERVICES									
		P1 1. Number of theses, books, loose journals, magazines, etc. repaired or bound	Bindery Services	70	590	5	5	4	4.66	
UFMC 6 – GENERAL ADMINISTRATION AND SUPPORT SERVICES										
LIBMFO 6	Admin. And Support Services Management									
		P1 1. Number of hours spent guarding entrance/exit on assigned special duties	Frontline Services	140 hours (Jan.-Feb.)	140 hours	4	4	5	4.33	
		P1 2. Percentage of accomplishment for cleaning facilities (CR, library building) during special duties	Readers Services	25% offices cleaned, arranged and maintained (1 st & 2 nd floor)	25% offices cleaned, arranged and maintained (1 st & 2 nd floor)	4	4	4	4	

		P1 3. Percentage of hours spent watering and maintaining plants (Second floor)	Reader s Services	25%	25%	4	4	4	4	
LIB MFO 3	Technical Services	P1 1. No. of bookshelves inventoried	Reader s Services	2 bookshelves (back to back)	2 bookshelves (back to back)	5	4	5	4.66	

Total Over-all Rating		
Average Rating (Total Over-all rating divided by 6)	25.65	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.27	
ADJECTIVAL RATING	"VS"	

Comments & Recommendations for Development Purpose:

He needs to reduce his number of days of absences to gain more outputs.

Evaluated & Rated by:

VICENTE A. GILOS

OIC, Univ. Library

Date: _____

Approved by:

BEATRIZ S. BELONIAS

VP, Instruction

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2020**

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

Position: **Administrative Aide - III**

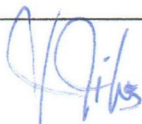
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		43 / 12				
Average Score		3.58				

Overall recommendation :


VICENTE A. GILOS
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

January to June 2020

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

Performance Rating: _____

Aim: To lessen Mr. Braga's absenteeism

Proposed Interventions to Improve Performance:

Date: January

Target Date: June 2020

First Step:

A need to improve his attendance. Constant monitoring and coaching is needed to make him

Understand how important his presence is in accomplishing the organizational output.

Result:

His attendance is improving

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by: _____

VICENTE A. GILOS
Unit Head

Conforme:

ROMMEL D. BRAGA
Name of Ratee Faculty/Staff