



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

**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	4.06	4.06 X 70%	2.84
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.17	4.17 X 30%	1.25
<b>TOTAL NUMERICAL RATING</b>			<b>4.09</b>

TOTAL NUMERICAL RATING: 4.09

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.09

ADJECTIVAL RATING: VS"


Prepared by:

  
**ROMMEL D. BRAGA**  
Name of Staff

Reviewed by:

  
**VICENTE A. GILOS**  
Department/Office Head

Approved:

  
**ALELI A. VILLOCINO**  
Vice President for Students Affairs &  
Services

## 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 indicated measures for the period July to Dec. 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 <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>UFMO 5 SUPPORT TO OPERATIONS (STD)</b>										
LIB MFO3	TECHNICAL SERVICES	PI. 1 a. Number of books repaired	Reader's Services	280	200	4	3	5	4	
		b. Number of journals bound (completed)		38	48					
		PI 2. Number of hours spent doing annual inventory	Technical Services	4 weeks	N/A	N/A	N/A	N/A	N/A	Done last June 2020
LIBMFO 4	READER'S SERVICES									
		PI 1.Number of hours spent guarding entrance/exit on assigned special duties	Reader's Services	80 hours spent guarding the entrance	-	N/A	N/A	N/A	N/A	As of this time no guarding of entrance due to pandemic
		PI 2. Number of hours spent securing the library and its facilities. (Opening and/or closing doors and windows, turning off lights and electric fans, etc.	Reader's Services	30 mins (day and afternoon)	30 mins. (day and afternoon)	4	3	3	3.33	
		PI 3. Number of hours spent cleaning library facilities on assigned areas. (Cleaning CR, arranging tables and chairs, etc.)	Reader's Services	40 hours	40 hours per month	5	5	4	4.67	
<b>VMFO 6 - General Administration and Support Services</b>										

LIB MFO 6	Income Generating Services									
		P1 1. Efficient and customer-friendly frontline services	Front Services	O Compliant from client		5	5	5	5	
		PI 2. Number of theses bound – (Binding Completed)	Technical Services	460 theses bound	360 theses bound					

Total Over-all Rating	<b>20.33</b>	
Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	<b>4.06</b>	
ADJECTIVAL RATING	<b>"VS"</b>	

Comments & Recommendations for Development Purpose:

Keep up the good work!

Evaluated & Rated by:

**VICENTE A. GILOS**

Chief Librarian

Date: \_\_\_\_\_

1 – Quality  
2 – Efficiency

3 - Timeliness  
4 - Average

Approved by:

**ALELI A. VILLOCINO**

VP – Students Affairs & Services

Date: \_\_\_\_\_



**PERFORMANCE MONITORING FORM**

July to December 2020

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	Repairs books	280	July 2020	December 2020	December 2020	Impressive	Very Satisfactory	
2	Binds journals	38	-do-	-do-	-do-	-do-	-do-	
3	Opens & closes library	30 mins/day	-do-	-do-	-do-	-do-	-do-	
4	Cleans CRs, surroundings, etc.	40 hrs./month	-do-	-do-	-do-	-do-	-do-	
5	Frontline services	0 complaints	-do-	-do-	-do-	-do-	-do-	
6	Binds theses, etc.	46 theses	-do-	-do-	-do-	-do-	-do-	

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

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

Prepared by:


**VICENTE A. GILOS**

Unit Head



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2020

Name of Staff: ROMMEL D. BRAGA

Position: Admin. 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 ( <i>both for subordinates and supervisors</i> )		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	<u>4</u>	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	<u>5</u>	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	<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.	5	<u>4</u>	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	<u>3</u>	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	5	<u>4</u>	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	<u>5</u>	4	3	2	1
Score	Total				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	50 / 12				
Average Score	4.17				

Overall recommendation : \_\_\_\_\_



**VICENTE A. GILOS**  
Printed Name and Signature  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

July to December 2020

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

Performance Rating: \_\_\_\_\_

Aim: To improve Mr. Braga Skills in printing book cover

Proposed Interventions to Improve Performance:

Date: July

Target Date: December 2020

First Step:

Asked Mr. Mazo to train him on how to use the printing machine

Result:

He knows how to operate the printing machine though he needs more practice to become more efficient.

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Attendance to a webinar on basic computer operation is recommended for him to be ready when a computer-assisted printing machines will be available soon.

Prepared by:

  
**VICENTE A. GILOS**  
Unit Head

Conforme:

  
**ROMMEL D. BRAGA**  
Name of Ratee Faculty/Staff