



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **REX M. PATONONA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.30	70%	3.01
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
TOTAL NUMERICAL RATING			4.29

TOTAL NUMERICAL RATING: 4.29

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.29

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

JANSEL JOIC. VILLAS
Administrative Aide IV

Reviewed by:

VICENTE A. GILOS
University Librarian

Approved:

ALELI A. VILLOCINO
Vice President for Student Affairs and Services



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **REX M. PATONONA**, of **UNIVERSITY LEARNING COMMONS (LIBRARY)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to December 2024**.

REX M. PATONONA

Ratee
JAN 20 2025

Approved:

VICENTE A. GILOS
University Librarian
24 JAN 2025

MFO & PAPs	Success Indicators	Tasks Assigned	Target January - December 2024	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1. WORLD CLASS EDUCATION									
VSAS MFO 1.1 Efficient and Effective Library Services									
LS 2 Technical Services	PI 5.1 Number of books/ journals repaired and hardbound	Major repairs and binding of books/journals	100 volumes	141 volumes	4	5	5	4.67	
LS 3 Reader's Services	PI 1.1 No. of hours rendered at the Control Area as Information Officer and the Control Checker	Control tasks to maintain the orderliness of entrance and exit	160 hours	220 hrs	4	4	4	4	
LS 4 Programs/ Trainings and Activities	PI 1. Number of activities, meetings, programs attended	Attends meetings and activities	2 activity, meetings etc.	6 activities	4	4	4	4	
	PI 2. Number of trainings/ webinars attended	Attends trainings and meetings	1 training/ webinar	3 trainings	4	5	5	4.67	
UMFO 2. General Administration and Support Services									
OVPSAS STO 2.3 Percentage of clients served that rated the services rendered at least very satisfactory or higher									
	PI 1. Efficient and customer-friendly frontline service: Zero percent of complaints from clients served	Frontline Services	0% Complaint	0% Complaint	4	4	4	4	

OVPSAS STO 2.4 Percentage of administrative services and financial/ administrative documents acted within time frame									
Income Generating Services	PI 1 Number of bound theses cover printed	Theses cover printing	500 volumes	739	5	4	5	4.67	
	PI 1.2 Number of manuscripts trimmed, cased in, and sewn	Binding of theses	300 volumes	865	4	5	5	4.67	
	PI 6.2 No. of hours spent in cleaning and maintenance (in and out of the library building)	Cleaning and maintenance of library surroundings	400 hours	480	4	5	5	4.67	
	PI 6.3 No. of hours spent in roving and securing the library building	Conducts ocular inspection to make sure electrical equipment and apparatus are turned off during closing time; opening/closing of windows, doors, etc.	120 hours	168	4	4	4	4	
OVPSAS STO 2.5 No. of council/board/committee assignments served/ functions performed									
	PI 3 Number of committee meetings attended	Admin. and Facilitative Services	2 meetings	3	4	4	3	3.67	
OVPSAS STO 2.12 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit									
	PI 1. Percentage of 5S implementation at the workplace	Admin. and Facilitative Services	90%	95%	4	4	4	4	
Total Overall Rating	43.02								

Average Rating (Total Over-all rating divided by 10)	43.02	Comments & Recommendations for Development Purposes: Mr. Patonona is highly dedicated to his work and always strives to do his best. His enthusiasm and keen attention to all details are commendable. However, he has been quite vocal about his concerns, sometimes raising them in less appropriate settings. Encouraging open communication in the right venues will help ensure that his feedback is heard and addressed effectively.
Additional Points:		
Approved Additional Points (with copy of approval)		
FINAL RATING	4.3	
ADJECTIVAL RATING	VS	

Evaluated & rated by:


VICENTE A. GILOS

University Librarian

Date: 24 JAN 2025

Approved by:


ALELI A. VILLOCINO

Vice President for Student Affairs and Services

Date: JAN 28 2025

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: **REX M. 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	15 minutes/day	Jan 2, 2024	Dec 27, 2024	Dec 27, 2024	Impressive	Very Satisfactory	
2	Inspects the building to make sure that electrical equipment and apparatus are off	15 minutes/day	Jan 2, 2024	Dec 27, 2024	Dec 27, 2024	Impressive	Very Satisfactory	
3	Takes care of the ornamental plants	60 hours	Jan 2, 2024	Dec 27, 2024	Dec 27, 2024	Impressive	Very Satisfactory	
4	Repairs library materials	50 volumes	Jan 2, 2024	Dec 27, 2024	Dec 27, 2024	Impressive	Very Satisfactory	
5	Thesis cover printing	250 volumes	Jan 2, 2024	Dec 27, 2024	Dec 27, 2024	Impressive	Very Satisfactory	
6	Binds Manuscripts	150 volumes	Jan 2, 2024	Dec 27, 2024	Dec 27, 2024	Impressive	Very Satisfactory	

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

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

Prepared by


VICENTE A. GILOS
 University Librarian

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **REX M. PATONONA**
Performance Rating: **JANUARY - DECEMBER 2024**

Aim: _____

Proposed Interventions to Improve Performance:

Date: **JULY 2024**

Target Date: **DECEMBER 2024**

First Step: Mentoring sessions with experienced staff will him develop skills and work more efficiently.

Result:

Date: **JANUARY 2025**

Target Date: **JUNE 2025**

Next Step: He can attend training on proper bookbinding techniques preservation of Library materials and workplace safety.

Outcome: _____

Final Step/Recommendation:

Prepared by:


VICENTE A. GILOS
University Librarian

Conforme:


REX M. PATONONA



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY-DECEMBER 2024**

Name of Staff: **REX M. PATONONA** Position: **ADMINISTRATIVE AIDE I**

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	51				
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)	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	4.25				
Overall recommendation: Advised to lower his voice when speaking with patrons to ensure clear and effective communication.					



VICENTE A. GILOS
Immediate Supervisor