

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINSTRATIVE STAFF (VSU UNIVERSITY LIBRARY)
JANUARY – JUNE 2019**


Name of Administrative Staff: CONSTANCIO R. PATONONA – Administrative Aide I

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.58	4.58 X 70%	3.21
2. Supervisor/Head’s assessment of his contribution towards attainment of office accomplishments	4.5	4.5 X 30%	1.35
TOTAL NUMERICAL RATING			4.56

TOTAL NUMERICAL RATING: _____
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.56

ADJECTIVAL RATING: “VS”

Prepared by: _____ Reviewed by: _____ Approved: _____


CONSTANCIO R. PATONONA
Name of Staff


ANDRELI D. PARDALES
Department/Office Head


BEATRIZ S. BELONIAS
VP- Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CONSTANCIO R. PATONONA** 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 2019

C. Patonona
CONSTANCIO R. PATONONA
Ratee

Approved:

ANDRELI D. PARDALES
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2019 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 5 SUPPORT TO OPERATIONS (STO)										
LIBMFO5	Library Services	P1 1 Percentage increase in the number of resources acquired and made available to students, faculty, staff and researchers								
	Technical Services	P11.1 Number of newspapers/other unserviceable materials knotted/fixed for waste	Technical Work	420	425	5	4.5	4.5	4.66	
		P1 2 Number of volumes of research papers and other periodical materials bound	Bindery	28	32	4	4	4.5	4.16	
		P1.3 Number of official documents picked up from VSU Post Office	Messenger	63	80	4.5	4.5	5	4.66	
		P1.4 Number of newspapers / High School documents picked up / delivered	Messenger	420	430	4.5	4.5	4.5	4.5	
		PI.5 Number of hours spent assisting in inventory	Technical	80	160	4.5	4.5	5	4.66	
LIB MFO 4	Reader's Services	PI 1 Number of hours spent in monitoring the control area	Frontline services	3 hours per day	3 hours per day	4.5	4.5	4.5	4.5	
UMFO 6- GENERAL ADMINISTRATIVE SUPPORT SERVICES										
LIBMFO 6	Administrative and Facilitative Service	P15 Number of frontline academic services monitored and ensured to be costumer-friendly & efficient and citizens charter posted conspicuously								

		PI 1 Number of hours spent in opening / closing and securing the high school library building	Utility work	1 hour per day	1 hour per day	4.5	4.5	4.5	4.5	
		PI 2 Cleaned, managed and maintained the high school library area daily	Utility work	100%	100%	5	5	5	5	

Total Over-all Rating		
Average Rating (Total Over-all rating divided by 8)	36.64	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.58	
ADJECTIVAL RATING	"VS"	

Comments & Recommendations for Development Purpose:

He works diligently on assigned jobs and responsibilities.

Evaluated & Rated by:


ANDRELI D. PARDALES

Chief Librarian

Date: _____

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

Approved by:


BEATRIZ S. BELONIAS

VP - Instruction

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 2019

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

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.	<u>5</u>	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	<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	<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	<u>5</u>	4	3	2	1
111 Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
12 Willing to be trained and developed	<u>5</u>	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					
54 / 12					
Average Score					
4.5					

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head

Exhibit I

PERFORMANCE MONITORING FORM
JANUARY – JUNE 2019


Name of Employee: PATONONA, CONSTANCIO C.

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	Number of newspapers picked up	High School newspaper picked up	Jan-June	Jan-June	Jan-June	VS	VS	VS
2								
3								
4								

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

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

Prepared by:


ANDRELI D. PARDALES
Chief Librarian

EMPLOYEE DEVELOPMENT PLAN
JANUARY – JUNE 2019

Name of Employee: PATONONA, CONSTANCIO R.
Performance Rating:

Aim: To gain more technical work

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Assigned work at the bindery until during the sem. break.

Result: Performed assigned tasks willingly.

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Conforme:

C. Patonona
CONSTANCIO R. PATONONA
Name of Ratee Faculty / Staff

Prepared by:

Andrelid. Pardales
ANDRELI D. PARDALES
Unit Head