COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Janaury to June 2018

Name of Administrative Staff: CONSTANCIO R. PATONONA

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.58	70%	3.20
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.25	30%	0.97
TOTAL NUMERICAL RATING			**4.17**

TOTAL NUMERICAL RATING: 4.17
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING   4.17

ADJECTIVAL RATING: " VS"

Prepared by: Reviewed by:

CONSTANCIO R. PATONONA   **ANDRELI D. PARDALES**
Name of Staff   Department/Office Head

Approved:

BEATRIZ S. BELONIAS
Vice President- Instruction

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 2018

CONSTANCIO R. PATONONA
Ratee

Approved:

ANDRELI D. PARDALES
Head of Unit 9/14

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2018 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	400	410	5	4.5	4	4.5	
		P1 2 Number of volumes of research papers bound	Bindery	28	30	4.5	4.5	4.5	4.5	
		P1.3 Number of official documents picked up from VSU Post Office	Messenger	63	78	4.5	4.5	4.5	4.5	
		P1.4 Number of newspapers / High School documents picked up / delivered	Messenger	400	430	5	4.5	4	4.5	
		PI.5 Number of hours spent in control area	Frontline services	4 hours per day	4 hours per days	5	5	4.5	4.83	
UMFO 6- GENERAL ADMINISTRATIVE SUPPORT SERVICES										
LIBMFO 1	**Administrative and Facilitative Service**	**P15 Number of frontline academic services monitored and ensured to be costumer-friendly & efficient and citizens charter posted conspicuously**								
		PI5.1 Cleaned, managed and maintained the library area daily	Utility work	100%	100%	5	5	5	5	
		PI5.2 Number of hours spent in watering and maintaining plants	Utility work	2 hours per day	2 hours per day	4.5	4.5	4.5	45	
		PI5.3 Number of hours spent in cleaning/trimming grasses of the library surroundings	Frontline services	2 hours per day	2 hours per day	4.5	4	4.5	4.33	

Total Over-all Rating	36.66	
Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.5	
ADJECTIVAL RATING	"VS"	

Comments & Recommendations for Development Purpose:

Mr Pardales is worth his VS rating because he never fails to perform his assigned tasks.

Evaluated & Rated by:

ANDRELI D. PARDALES
Chief Librarian

Date:_____

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

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

Date:_____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2018**
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
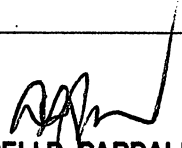
A. Commitment (*both for subordinates and supervisors*)	Scale				
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	③	2	1
2. Makes self-available to clients even beyond official time	5	4	③	2	1
3 Submits 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
Accepts objective criticisms and opens to suggestions and innovations for 11 improvement of his work accomplishment	5	4	③	2	1
12 Willing to be trained and developed	5	④	3	2	1

12 2)   39/12

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	39 / 12					
Average Score	3.25					

Overall recommendation : _____

ANDRELI D. PARDALES
Name of Head

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	Picks up and delivers newspapers, high school library documents	350 newspapers and documents	January 2018	June 2018	June 2018	Impressive	Very Satisfactory	
2	Cleans, manages and maintains cleanliness of the High school Library	100%	January 2018	June 2018	June 2018	Impressive	Very Satisfactory	
3								
4								
5								
6								
7								

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

ANDRELI D. PARDALES
Chief Librarian 9/14
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: PATONONA, CONSTANCIO R.
Performance Rating: January to June 2018

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date:_____

First Step: Added to his daily tasks in picking up newspapers from the guard house.
_____
_____

Result: on time delivery of newspapers from the guard house.
_____
_____

Date: _____ Target Date: _____

Next Step: _____
_____
_____

Outcome:_____

Final Step/Recommendation:

_____

Prepared by:

ANDRELI D. PARDALES
Unit Head