

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(VSU UNIVERSITY LIBRARY)**

JANUARY - JUNE 2017

Name of Administrative Staff: CONSTANCIO R. PATONONA

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.66	X .70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.58	X .30%	1.07
TOTAL NUMERICAL RATING			4.33

TOTAL NUMERICAL RATING: **4.33**

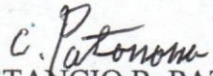
Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

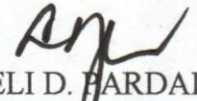
ADJECTIVAL RATING: **VS**

Prepared by:

Reviewed by:

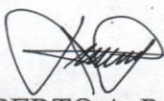

CONSTANCIO R. PATONONA

Name of Staff

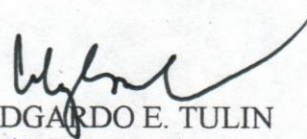

ANDRELI D. BARDALES *de 9/12*

Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
VSU-President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

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 2017

C. Patonona
CONSTANCIO R. PATONONA
 Ratee

Approved:

Andrei D. Pardales
ANDREI D. PARDALES
 Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2017 Target	Actual Accomplishment	Rating				Remarks
UMFO 6 GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
UFMO 5 SUPPORT TO OPERATIONS (STD)										
LIBMFO 5	LIBRARY SERVICES	P.1 Percentage increase in the number of resources acquired and made available to students, faculty, staff and researchers								
LIBMFO 5	Technical Services	P1 1.1 Number of newspapers / other unserviceable materials knotted/fixes for waste	Technical work	360	390	5	4.5	4.5	4.5	4.66
		P1 1.2 Number of volumes of research papers bound	Bindery	28	28	4.5	4	4	4	4.16
		P1 1.3 Number of official documents picked up from VSU Post Office	Messengerial	40	58	5	4.5	4	4	4.5
		Number of Newspaper / High School documents picked up/delivered	Messengerial	40	58	5	4.5	4.5	4.5	4.66
		P1 1.4 Number of hours spent in Control Area	Frontline services	4 hours per day	6 hours per day	5	4.5	4.5	4.5	4.66
UMFO 6 – GENERAL ADMINISTRATIVE SUPPORT SERVICES										
LIBMFO 1	Administrative and Facilitator Services	P15 Number of frontline academic services monitored and ensured to be costumer friendly & efficient and citizens charter posted conspicuously								
		P1 5.1 Cleaned, managed and maintained the library area daily	Utility work	100%	100%	5	5	5	5	5
		P1 5.2 Number of hours spent in watering and maintaining plants	Utility work	1 hour per day	2 hours per day	5	5	5	4.5	4.83
		P1 5.3 Number of hours spent in cleaning/trimming grasses of the library surroundings	Utility work	1 hour per day	2 hours per day	5	5	5	4.5	4.83

Total Over-all Rating	37.30	
Average Rating (Total Over-all rating divided by)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.66	
ADJECTIVAL RATING	"O"	

Comments & Recommendations for Development Purpose:

Received by:

Calibrated by:

Recommending Approval:

Approved by:

TERESITA A. QUINANOLA
Head, PRPEO

REMBERTO A. PATINDOL
PMT

BEATRIZ S. BELONIAS
Vice President

EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2017

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	
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	

28 15 = 43 12

1 3.58

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											
Average Score											

Overall recommendation : _____


ANDRELI D. PARDALES
Name of Head *Chairman*