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 JOI C. VILLAS
Administrative Aide IV

Reviewed by:

VICENTE A. GILOS
Chief Librarian

Approved:

ALELI A. VILLOCINO
Vice President for SAS

UNIVERSITY LEARNING COMMONS (LIBRARY)
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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 June 2024**.

REX M. PATONONA
Ratee

2 3 JUL 2024

Approved: **VICENTE A. GILOS**
Head of Unit

2 5 JUL 2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target January - December 2024	Actual Accomplishment	Q[1]	E[2]	T[3]	A[4]	Remarks
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	61 volumes	4	4	4	**4**	
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	100 hrs	5	5	4	**4.67**	
LS 4 Programs/ Trainings and Activities	PI 1. Number of activities, meetings, programs attended	Attends meetings and activities	2 activity, meetings etc.	2 activities	4	5	4	**4.33**	
	PI 2. Number of trainings/ webinars attended	Attends trainings and meetings	1 training/ webinar	2 trainings	5	5	4	**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	3	4	4	**3.67**	

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	382	4	5	4	**4.33**	
	PI 1.2 Number of manuscripts trimmed, cased in, and sewn	Binding of theses	300 volumes	565 pcs	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	240 hrs	4	4	5	**4.33**	
	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	120 hrs	5	5	5	**5**	
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	1 meeting	3	4	4	**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	47.34								

		Comments & Recommendations for Development Purposes:
Average Rating (Total Over-all rating divided by 11)	**4.30**	
Additional Points:		**He needs to learn more on customer services, proper decorum in the workplace and proper grooming. A training or services of training on any of the topics suggested.**
Approved Additional Points (with copy of approval)		
FINAL RATING	**4.30**	
ADJECTIVAL RATING	**VS**	

Evaluated & rated by:

VICENTE A. GILOS
Dept/ Unit Head
Date: 2 5 JUL 2024

Approved by:

ALELI A. VILLOCINO
VP – Student Affairs and Services
Date: JUL 2 5 2024

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

Exhibit I

PERFORMANCE MONITORING FORM

Name 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	Mar 4, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	
2	Inspects the building to make sure that electrical equipment and apparatus are off	15 minutes/ day	Mar 4, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	
3	Takes care of the ornamental plants	60 hours	Mar 4, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	
4	Repairs library materials	50 volumes	Mar 4, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	
5	Thesis cover printing	250 volumes	Mar 4, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	
6	Binds Manuscripts	150 volumes	Mar 4, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	

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

Prepared by

VICENTE A. GILOS
Chief Librarian

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

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

Aim: _____

Proposed Interventions to Improve Performance:

Date: **JANUARY 2024**   Target Date: **JUNE 2024**

First Step: Attend any available training workshops that can enhance his skills and knowledge related to his role.

Result:

Date: **JULY 2024**   Target Date: **DECEMBER 2024**

Next Step:

Outcome:_____

Final Step/Recommendation:

_____

Prepared by:

VICENTE A. GILOS
Chief Librarian

Conforme:

REX M. PATONONA

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY-JUNE 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

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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 (*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		**4.25**			

Overall recommendation:

VICENTE A. GILOS
Immediate Supervisor