



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **ROMMEL D. BRAGA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.05	70%	2.84
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.0	30%	1.20
TOTAL NUMERICAL RATING			4.04

TOTAL NUMERICAL RATING:

4.04

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.04

ADJECTIVAL RATING:

"VS"

Prepared by:


JANSEL JOI C. VILLAS
Name of Staff

Reviewed by:

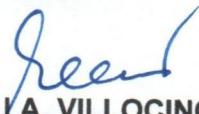

VICENTE A. GILOS
Department/Office Head

Recommending Approval:

N/A

Dean/Director

Approved:


ALELI A. VILLOCINO
Vice President-Students Affairs
and Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ROMMEL D. BRAGA**, of the **UNIVERSITY LEARNING COMMONS** 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- JUNE 2023**.


ROMMEL D. BRAGA

Ratee

Approved:


VICENTE A. GILOS

Head of Unit

MFO & PAPs	Success Indicators	Task Assigned	Target January- JUNE 2023	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
VSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
	PI 2.Percentage of 5S implementation at the workplace	Technical Services	90%	95	5	4	4	4.33	
VSAS MFO LS (for Library Services)									
LS 1 TECHNICAL SERVICES	PI 5.1 No. of books, journals repaired	Preservatio n & Bindery Services	75 volumes	81	5	4	4	4.33	
	PI 5.2 No. of journals sewn	Preservatio n & Bindery Services	50 titles	84	5	5	4	4.67	
	PI 7.1 No. of hours spent for inventory, shelf-reading and shelving	Technical Services	40 hours						July-August
	PI 10.1 No. of copies of New Acquisitions Lists soft bound	Preservatio n & Bindery Services	4	20	5	4	4	4.33	

LS 2 Readers Services	PI 4.1 No. of hours rendered at the Control area as Information Officer and Control Checker	Frontline Services	60 hours	96 hours	4	4	4	4	
LS 4 Programs/Training and Activities	PI 1.1 No. of activities, meetings, programs attended/assisted/facilitated	Facilitative Services	2	8	4	5	4	4.33	
	PI 2.1 No. of trainings/webinars attended/facilitated	Facilitative Services	1	1	4	4	4	4	
UMFO 6 – GENERAL ADMINISTRATION AND SUPPORT SERVICES									
LS GASS 1 Frontline Services	PI. 1 Efficient & customer friendly frontline service: Zero percent complaint from clients served	Frontline Services	0% complaint	0% complaint	4	4	4	4	
LS GASS 2 Admin and Facilitative Services	PI 6.1 No. of hours spent cleaning library facilities on assigned areas (Cleaning the Univ. Library surroundings)	Support Services	200 hours	216 hours	3	3	3	3	
	PI 6.2 No. of hours spent in roving and securing building by conducting ocular inspection to make sure electrical equipment and apparatus are off during closing time; roving, opening and closing windows, doors, etc.	Support Services	30 hours	140 hours	4	4	3	3.67	
	PI 6.3 No. of hours spent in taking care and maintaining indoor ornamental plants.	Support Services	30 hours	80 hours	4	4	4	4	
LS GASS 4 Income Generating Services	PI 1.1 No. of manuscripts trimmed, casted	Income Generating Services	100 manuscripts	231	4	4	4	4	
	PI 1.2 No. of manuscripts cover prepared	Income Generating Services	100 manuscripts	179	4	4	4	4	

Total Over-all Rating		52.66	
Average Rating		4.05	
Adjectival Rating		Very Satisfactory	

Average Rating (Total Over-all rating divided by)		4.05
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.05
ADJECTIVAL RATING		VS

Comments & Recommendations for Development Purpose:

He is industrious by nature. He works hard and precise in whatever tasks. However, his absenteeism habit needs to be address. Perhaps, sending him to a seminar might help.

Evaluated & Rated by:


VICENTE A. GILOS

Dept./Unit Head

Date: 7/24/23

Approved by:


ALELIA A. VILLOCINO

VP for Student Affairs and Services

Date: _____

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

PERFORMANCE MONITORING FORM

Name of Employee: **ROMMEL D. BRAGA**

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 2023	June 2023	June 30, 2023	Impressive	Very satisfactory	
2	Inspects the building to make sure that electrical equipment and apparatus are off	15 minutes/ day	Jan 2023	June 2023	June 30, 2023	Impressive	Satisfactory	
3	Takes care of the ornamental plants	2 hours/ day	Jan 2023	June 2023	June 30, 2023	Impressive	Satisfactory	
4	Repairs library materials	18 books repaired	Jan 2023	June 2023	June 30, 2023	Impressive	Satisfactory	
5	Binds Manuscripts	231	Jan 2023	June 2023	June 30, 2023	Impressive	Satisfactory	

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

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

Prepared by:


VICENTE A. GILOS
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 2023

Name of Staff: ROMMEL D. BRAGA

Position: ADMINISTRATIVE AIDE

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	5	<u>4</u>	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.	5	<u>4</u>	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	4	<u>3</u>	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	5	<u>4</u>	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	<u>4</u>	3	2	1

11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1
12. Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score	48				
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 : His habit of absenteeism is recurring this year. A constant reminder needs to employ. Hopefully, the seminar on working towards effectiveness might help.


VICENTE A. GILOS

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ROMMEL D. BRAGA**

Performance Rating: _____

Aim:

Proposed Interventions to Improve Performance:

Date: January 2023 Target Date: June 2023

First Step:

It is suggested that he attend a seminar on personal development or an effective worker.

Result:

He is recommended to attend A seminar on Working Towards Personal Effectiveness on August 22-25, 2023


Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation: :

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


ROMMEL D. BRAGA
Name of Ratee Faculty/Staff