



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.3 | 70% | 3.01 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 3.8 | 30% | 1.14 |
| TOTAL NUMERICAL RATING | | | 4.15 |

TOTAL NUMERICAL RATING: 4.15
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.15

ADJECTIVAL RATING: "VS"

Prepared by:

Reviewed by:

CRISILDA MARIE C. ROBLE
Name of Staff

VICENTE A. GILOS
Department/Office Head

Approved:


ALELI A. VILLOCINO
Vice President – Students Affairs
And Services

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 accomplishment in accordance with the indicated measures for the period July-December 2021.


CONSTANCIO R. PATONONA
Ratee

Approved:


VICENTE A. GILOS
Head of Unit

| MFO NO. | MFOs/PAPs | Success Indicators | Task Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|----------|--|--|-------------------|-----------------|-----------------------|----------------|----------------|----------------|----------------|--|
| | | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| OCLMFO 3 | Technical Services | PI1 Number library materials sewn for binding | Bindery | 5 | 20 | 5 | 5 | 5 | 5 | |
| | | PI 2 Number of library materials repaired and bound | Bindery | 40 | 50 | 5 | 5 | 5 | 5 | |
| | | PI 3 Number of newspapers /other unserviceable materials knotted/fixed for waste | Technical work | 5 | N/A | N/A | N/A | N/A | N/A | Subscription of new paper is on hold. |
| | | PI 4 Number hour s spent in assisting physical inventory of library materials | Technical work | 54 | N/A | N/A | N/A | N/A | N/A | No inventory during this period |
| OCLMFO 4 | Reference and Reader's Services | PI 1 Number of official documents picked up or deliver | Messengerial | 20 | 15 | 3 | 4 | 4 | 3.6 | |
| | | PI 2 Number of clients assisted and given accurate answers for direct queries | Frontline Service | 20 | 18 | 3 | 4 | 5 | 4 | |
| OCLMFO 6 | Administrative and Support Services Management | PI 1 Number of hours spent in securing and/or safeguarding entrance and exit doors | Frontline Service | 4 hours per day | N/A | N/A | N/A | N/A | N/A | Guarding not necessary at the time being (hours spent in |

| | | | | | | | | | | repairs and binding books) |
|----------|--|---|-------------------|---------------------------|--------------|---|---|---|------|----------------------------|
| | | PI 2 Number of hours spent in cleaning the High School library area daily | Utility work | 2 hours per day | 2 hours/day | 3 | 3 | 5 | 3.6 | |
| | | PI 3 Number of hours spent in opening and closing windows and doors | Utility work | 15 mins. per day | 15 mins./day | 5 | 4 | 5 | 4.66 | |
| | | PI 4 Number of hours spent in grass cutting and garden cleaning | Utility work | 16 hours every two months | 16 Hours | 5 | 4 | 5 | 4.66 | |
| | | PI 5 Number of hours spent in watering plants | Utility work | 1 hour per day | 2 hours/day | 5 | 4 | 5 | 4.66 | |
| OCLMFO 7 | Efficient and Customer-friendly Assistance | PI 1 Percentage of efficiency and customer-friendly | Frontline Service | 100% | 100% | 3 | 4 | 4 | 3.66 | |

| | | |
|---|-------|--|
| Average Rating (Total Over-all rating divided by 6) | 38.84 | |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | 4.31 | |
| ADJECTIVAL RATING | "VS" | |

Comments & Recommendations for Development Purpose:

He maintained the cleanliness in VSU-HIS Library diligently. He can also do some decent repairs of library books which surpasses my expectations.

Evaluated & Rated by:

VICENTE A. GILOS
Dept/Unit Head

Date: _____

Approved by:

ALELI A. VILLOCINO
VP - Student Affairs & Services

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average


PERFORMANCE MONITORING FORMName of Employee: Patonona, Constancio

| 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 | 25 hours | July 2021 | December 30, 2021 | December 30, 2021 | Impressive | Very satisfactory | |
| 2 | Inspects the building to make sure that electrical equipment and apparatus are off | 30 hours | July 2021 | December 30, 2021 | December 30, 2021 | Impressive | Very satisfactory | |
| 3 | Takes care of the ornamental plants | 20 hours | July 2021 | December 30, 2021 | December 30, 2021 | Impressive | Very satisfactory | |
| 4 | Helps the books repairs in the bindery | 40 books repaired | July 2021 | December 30, 2021 | December 30, 2021 | Impressive | Very satisfactory | |
| 5 | Sends communications, notices, acknowledgement letters to other departments | 20 communications and other documents | July 2021 | December 30, 2021 | December 30, 2021 | Impressive | Very satisfactory | |
| 6 | Number of hours cleaning the library | 25 hours | July 2021 | December 30, 2021 | December 30, 2021 | Impressive | Very 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: July-December 2021

Name of Staff: CONSTANCIO PATONONA

Position: ADMIN. AIDE I

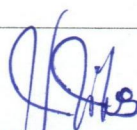
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

| 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 | <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 | <u>4</u> | 3 | 2 | 1 |
| 7. | Keeps accurate records of her work which is easily retrievable when needed. | 5 | 4 | <u>3</u> | 2 | 1 |
| 8. | Suggests new ways to further improve her work and the services of the office to its clients | 5 | 4 | <u>3</u> | 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 | <u>5</u> | 4 | 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 | 5 | 4 | <u>3</u> | 2 | 1 |

| | | | | | | |
|---|---|-------|---|---|---|---|
| Total Score | | 45 | | | | |
| 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 | | 3.8 | | | | |

Overall recommendation :



VICENTE A. GILOS

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CONSTANCIO PATONONA

Performance Rating: _____

Aim:

Proposed Interventions to Improve Performance:

Date: July 2021 Target Date: December 2021

First Step: During this pandemic, the Office of the Chief Librarian assigned additional tasks to him on top of his responsibilities. He was trained in some books preservation at the bindery unit and tasked to repair books of the High school Library.

Result: The bindery output as to books required exceeded the target.


Date: _____ Target Date: _____

Next Step:


Outcome: _____

Final Step/Recommendation:

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


CONSTANCIO PATONONA
Name of Ratee Faculty/Staff