



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

JULY TO DECEMBER 2019

Annex P

Name of Administrative Staff: **PATONONA, CONSTANCIO R. – ADMIN. AIDE - I**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.56	4.56 X 70%	3.19
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.41	3.41 X 30%	1.02
TOTAL NUMERICAL RATING			4.21

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.21

FINAL NUMERICAL RATING

4.21

ADJECTIVAL RATING:

"VS"

Prepared by:

C. Patonona
CONSTANCIO R. PATONONA

Name of Staff

Reviewed by:

Andreli D. Pardales
ANDRELI D. PARDALES

Department/Office Head

Approved:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

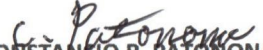
VP - Instruction

Vision: A globally competitive university for science, technology, and environmental conservation.


Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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 targets in accordance with the indicated measures for the period July to December 2019.


CONSTANCIO R. PATONONA
 Ratee

Approved by:


ANDRELI D. PARDALES
 Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 5 SUPPORT TO OPERATIONS (STO)										
LIBMFO 5	Library Services	PI 1 Percentage increase in the number of resources acquired and made available to students, faculty, staff and researchers								
	Technical Services	PI 1.1 Number of newspapers /other unserviceable materials knotted/fixed for discarded	Technical work	420	406	5	4	4	4.33	
		PI1.2 Number of volumes of serials and research papers bound	Bindery	33	45	4	4.5	4.5	4.33	
		PI1.3 Number of official documents picked up from VSU Post Office	Messengerial	80	Letters and other documents are delivered by Postman personally					
		Number of Newspapers / High School documents picked up /delivered	Messengerial	435	956	4.5	4.5	5	4.66	
		PI1.4 Number of hours spent in control area	Frontline services	4 hours per day	4 hours	4.5	4.5	4.5	4.5	
		PI1.5 Number of hours spent in assisting during inventory	Technical	40 hours	80 hours	4.5	4.5	5	4.66	
UMFO 6- GENERAL ADMINISTRATIVE SUPPORT SERVICES										
LIBMFO 1	Administrative and Facilitative Services	PI5 Number of frontline academic services monitored and ensured to be costumer friendly & efficient and citizens charter posted conspicuously								
		PI 5.1 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	4.5	4.5	4.5	4.5	
		PI5.3 Number of hours spent in cleaning/trimming grasses of the library surroundings	Utility work	2 hours per day	2 hours	4.5	4.5	4.5	4.5	
TOTAL OVERALL RATING			36.48							
Total Overall Rating					<div>Comments & Recommendation for Development Purpose: Exposure to newer ways to improve his skills.</div>					
Average Rating (Total Over-all rating divided by)										
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING			4.56							
ADJECTIVAL RATING			"VS"							

Evaluated & Rated by:


ADRELI D. PARDALES
Chief Librarian

Date

Approved by:


BEATRIZ S. BELONIAS
VP – Instruction

Date

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER 2019

Name of Staff: **CONSTANCIO R. PATONONA – 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	4	<u>3</u>	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	4	<u>3</u>	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	<u>3</u>	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	<u>3</u>	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	5	<u>4</u>	3	2	1
111 Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	<u>3</u>	2	1
12 Willing to be trained and developed	5	<u>4</u>	3	2	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					
41 / 12					
Average Score					
3.41					

Overall recommendation : _____


ANDREI D. PARDALES
 Name of Head

Exhibit I

PERFORMANCE MONITORING FORM
JULY - DECEMBER 2019


Name of Employee: PATONONA, CONSTANCIO R.

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	Number of days rendered at the Main Library	Rendered duties at main library	July 2	December	December	VS	VS	VS
2								
3								
4								

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

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

Prepared by:


ANDRELI D. PARDALES
Chief Librarian

**EMPLOYEE DEVELOPMENT PLAN
JULY – DECEMBER 2019**

Name of Employee: PATONONA, CONSTANCIO R.
Performance Rating:

Aim: To gain more technical work

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Assigned work at the bindery until during the sem. break.

Performed as a substitute control area in-charge at the Main Library doing the annual inventory.

Result: Performed assigned tasks willingly.

The assignment made the task for the in-charge easier to finish his inventory

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Conforme:

c. Patonona
CONSTANCIO R. PATONONA
Name of Ratee Faculty / Staff

Prepared by: *Andreli D. Pardales*
ANDRELI D. PARDALES
Unit Head