

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF
JULY TO DECEMBER 2016**

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	4.41	4.41 x .70	3.08
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.91	3.91 x .30	1.17
TOTAL NUMERICAL RATING			4.25

TOTAL NUMERICAL RATING: 4.25

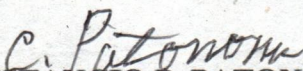
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

ADJECTIVAL RATING: "VS"


Prepared by:

Reviewed by:

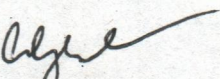

CONSTANCIO R. PATONONA
Name of Staff

ANDRELI D. PARDALES
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

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 2016.

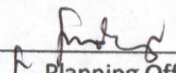
C. Patonona
CONSTANCIO R. PATONONA
Ratee

Approved: *Andreli D. Pardales*
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/books/other unserviceable materials knotted/fixed for waste	Technical work	500	575	4.5	4.5	4	4.33	
		PI1.2 Number of volumes of journals and theses bound	Bindery	No journals/theses to be bound in High School Library 800	960	4.5	4	4.5	4.33	
		PI1.3 Number of subscribed journals and other officials documents picked up from VSU Post Office	Messengerial	290	428	4	4	4.5	4.5	
		Number of Newspaper / High School documents picked up / delivered	Messengerial	300	450	5	4	4	4.33	
		PI1.4 Number of hours spent in control area	Frontline services	2 hours per day	4hrs. per day	5	4	4	4.33	
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 Number of comfort rooms cleaned, managed and maintained daily	Utility work	100%	100%	5	4.5	4	4.5	
		PI5.2 Number of hours spent in watering and maintaining plants	Utility work	1 hour per day	2hrs. per day	4.5	4.5	4	4.33	
		PI5.3 Number of hours spent in cleaning/trimming grasses of the library	Utility work	2 hours per day	3hrs. per day	4.5	4.5	5	4.66	

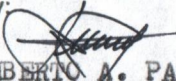
		surroundings								
Total Overall Rating			4.41							
Average Rating (Total Over-all rating divided by 4)										
ADJECTIVAL RATING			"VS"		Comments & Recommendations for Development Purpose:					

Received by:


Planning Office

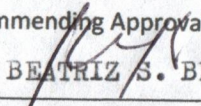
Date: _____

Calibrated by:


DR. REMBERTO A. PATINDOL
PMT

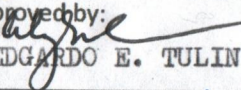
Date: _____

Recommending Approval:


DR. BEATRIZ S. BELONIAS
Vice President

Date: _____

Approved by:


DR. EDGARDO E. TULIN
President

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2016

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

Position: Adm. 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	
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1	
3. 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	
4. 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	
5. Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1	
7. 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	
8. 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	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1	
10. Willing to be trained and developed	5	4	3	2	1	

47/12
3.91

Total Score					
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)					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					54 54
Average Score					4.5 4.5 4.35

Overall recommendation : _____

ANDRELI D. PARDALES

Name of Head

$$\begin{array}{r}
 8 \times 5 = 40 \\
 7 \times 4 = 28 \\
 2 \times 3 = 6 \\
 \hline
 17 \quad 74 \\
 3 \times 4 = 12 \\
 5 \\
 3 \\
 \hline
 20 \\
 7 \times 5 = 35 \\
 4 \times 4 = 16 \\
 1 \times 3 = 3 \\
 \hline
 \end{array}$$