



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.59	4.59 X 70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	4.25 X 30%	1.28
<b>TOTAL NUMERICAL RATING</b>			<b>4.49</b>

TOTAL NUMERICAL RATING: 4.49

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.49

ADJECTIVAL RATING: VS"

Prepared by:

*C. Patonona*  
**CONSTANCIO R. PATONONA**  
Name of Staff

Reviewed by:

*V. A. Gilos*  
**VICENTE A. GILOS**  
Department/Office Head

Approved:

*A. A. Villocino*  
**ALELI A. VILLOCINO**  
Vice President for Students Affairs &  
Services

C. Patonona  
**CONSTANCIO R. PATONONA**  
Ratee

  
**VICENTE A. GILOS**  
Head of Unit

[illegible]

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 and maintained the library area daily	Utility work	100%	100%	5	4	4	4.33	
	PI5.2 Number of hours spent in watering and maintaining plants	Utility work	2 hours per day	3 hours a day	5	5	4	4.67	
	PI5.3 Number of hours spent in cleaning/trimming grasses of the library surroundings/ lawns	Utility work	2 hours per day	4 hours a day	5	5	4	4.67	
	PI 5.4 Number of library documents delivered to concern department	Messengerial	15	24	5	5	4	4.67	
	PI 5.5 Number of unit maintained to be secured and safe from intruders	Utility work	1 (HIS Library)	1	5	4	4	4.33	
Total Overall Rating		41.33							

Average Rating (Total Over-all rating divided by 9)		
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.59	
ADJECTIVAL RATING	"VS"	

Comments & Recommendations for Development

Purpose:

**Committed to his work and with sense of responsibility in fulfilling the assigned tasks.**

Evaluated & Rated by:

**VICENTE A. GILOS**  
Dept/Unit Head

Date: \_\_\_\_\_

Approved by:

**ALEXI A. VILLOCINO**  
VP - Student Affairs & Services

Date: \_\_\_\_\_

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





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2020

Name of Staff: CONSTANCIO R. 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.**

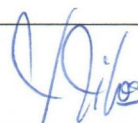
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	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	<u>5</u>	4	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	5	<u>4</u>	3	2	1
Score	Total				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	51 / 12				
Average Score	4.25				

Overall recommendation : \_\_\_\_\_



**VICENTE A. GILOS**  
Printed Name and Signature  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

July to December 2020

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

Performance Rating: \_\_\_\_\_

Aim: To gain more skills in Bindery and other technical work.

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step: Scheduled special assignment in bindery unit to be trained and coached the new trends and updates of bindery job/skills

Result: Performed assigned tasks willingly

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step: The head binder was instructed in training and coaching Mr. Patonona to develop more skills.

Outcome: IHS Research manuscript bound and damaged books repaired.

Final Step/Recommendation:


Made an assessment for the quality of output

Prepared by:



**VICENTE A. GILOS**  
Unit Head

Conforme:

  
**CONSTANCIO R. PATONONA**  
Name of Ratee Faculty/Staff