



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **PATONONA, CONSTA NCIO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.36	70%	3.05
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.3	30%	1.29
TOTAL NUMERICAL RATING			4.34

TOTAL NUMERICAL RATING: 4.34

Add: Additional Approved Points, if any: _____


TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.34

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 **Office of the Chief Librarian** commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **January to June 2022**.

C. R. Patonona
CONSTANCIO R. PATONONA
Ratee

Approved:

V. A. Giolos
VICENTE A. GILOS
Head of Unit

MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Technical Services	PI1 Number library materials sewn for binding	Bindery	5	60	5	5	5	5	
	PI 2 Number of library materials repaired and bound	Bindery	40	60	5	5	5	5	
	PI 3 Number of newspapers /other unserviceable materials knotted/fixed for waste	Technical work	5	15	5	4	4	4.33	
	PI 4 Number hour s spent in assisting physical inventory of library materials	Technical work	54	Inventory conducted during summer July-August	N/A	N/A	N/A	N/A	
Reference and Reader's Services	PI 1 Number of official documents picked up or deliver	Messengerial	20	45	5	5	4	4.67	
	PI 2 Number of clients assisted and given accurate answers for direct queries	Frontline Service	20	65	5	5	4	4.67	
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	6 Hours	5	4	4	4.33	
	PI 2 Number of hours spent in cleaning the High School library area daily	Utility work	2 hours per day	2 Hours	4	4	4	4	
	PI 3 Number of hours spent in opening and closing windows and	Utility work	15 mins. per day	15 Minutes	4	4	4	4	

	doors								
	PI 4 Number of hours spent in grass cutting and garden cleaning	Utility work	16 hours every two months	16 Hours	4	4	4	4	
	PI 5 Number of hours spent in watering plants	Utility work	1 hour per day	1 Hour	4	4	4	4	
Efficient and Customer-friendly Assistance	PI 1 Percentage of efficiency and customer-friendly	Frontline Service	100%	100%	4	4	4	4	

Average Rating (Total Over-all rating divided by 6)	48		Comments & Recommendations for Development Purpose: <u>He is an all-around utility worker. Recently, his skills on preserving the High school books improved.</u>
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING	4.36		
ADJECTIVAL RATING	"VS"		

Evaluated & Rated by:

VICENTE A. GILOS
Dept/Unit Head

Date: _____

Approved by:

ALELI A. VILLOCINO

VP - Student Affairs & Services

Date: AUG 03, 2022

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

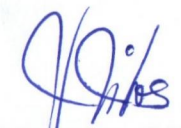
PERFORMANCE MONITORING FORMName of Employee: Patonona, Constanacio

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 per day	January 3, 2022	June 30, 2022	June 30, 2022	Impressive	Very satisfactory	
2	Inspects the building to make sure that electrical equipment and apparatus are off	6 hours per day	January 3, 2022	June 30, 2022	June 30, 2022	Impressive	Very satisfactory	
3	Takes care of the ornamental plants	1 hour per day	January 3, 2022	June 30, 2022	June 30, 2022	Impressive	Very satisfactory	
4	Helps the books repairs in the bindery	60 books repaired	January 3, 2022	June 30, 2022	June 30, 2022	Impressive	Very satisfactory	
5	Sends communications, notices, acknowledgement letters to other departments	45 communications and other documents	January 3, 2022	June 30, 2022	June 30, 2022	Impressive	Very satisfactory	
6	Number of hours cleaning the library	2 hours per day	January 3, 2022	June 30, 2022	June 30, 2022	Impressive	Very satisfactory	

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

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

Prepared by:


VICENTE A. GIROS
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2022

Name of Staff: PATONONA, CONSTANCIO Position: ADMIN. AIDE I

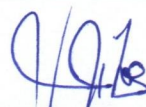
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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

Total Score		52				
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		4.3				

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: January 2022 Target Date: June 2022

First Step:

He learned how to do binding and book repairs by allocating time and tasks aside from his usual job as utility worker.

Result:

The book repair and rebinding output have improve.

Date: January 2022 Target Date: June 2022

Next Step:

Outcome: _____

Final Step/Recommendation:


Maybe he needs some refresher course on how to take good care of ornamental plants and how to propagate them.

Prepared by:



JOVELYN H. MABUAN
HEAD

Conforme:


CONSTANCIO PATONONA
Name of Ratee Faculty/Staff