



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **GILBERT D. MODINA**

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|----------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.50 | 70% | 3.15 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.58 | 30% | 1.38 |
| TOTAL NUMERICAL RATING | | | 4.53 |

TOTAL NUMERICAL RATING: 4.53

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.53**

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:


JANSEL JOY C. VILLAS
Administrative Aide IV

Reviewed by:


VICENTE A. GILOS
University Librarian

Approved:


ALELI A. VILLOCINO
Vice President for Student Affairs and Services



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GILBERT D. MODINA**, of the **UNIVERSITY LEARNING COMMONS (LIBRARY)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **November to December 2024**.


GILBERT D. MODINA
 Ratee
 JAN 20 2025

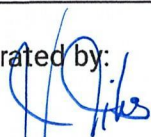
Approved: 
VICENTE A. GILOS
 University Librarian
 24 JAN 2025

| MFO & PAPs | Success Indicators | Tasks Assigned | Target November - December 2024 | Actual Accomplishment | Rating | | | | Remarks |
|--|---|--|--|--------------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| UMFO 1. WORLD CLASS EDUCATION | | | | | | | | | |
| VSAS MFO 1.1 Efficient and Effective Library Services | | | | | | | | | |
| LS 3 Reader's Services | PI 1.1 No. of hours rendered at the Control Area as Information Officer and the Control Checker | Control tasks to maintain the orderliness of entrance and exit | 3 hours | 5 hrs | 4 | 5 | 5 | 4.67 | |
| LS 4 Programs/ Trainings and Activities | PI 1. Number of activities, meetings, programs attended | Attends meetings and activities | 2 activities, meetings etc. | 4 activities | 5 | 5 | 5 | 5 | |
| UMFO 2. General Administration and Support Services | | | | | | | | | |
| OVPSAS ST0 2.3 Percentage of clients served that rated the services rendered at least very satisfactory or higher | | | | | | | | | |
| LS GASS 1 | PI 1. Efficient and customer-friendly frontline service: Zero percent of complaints from clients served | Frontline Services | 0% Complaint | 0% Complaint | 5 | 5 | 5 | 5 | |
| OVPSAS ST0 2.4 Percentage of administrative services and financial/ administrative documents acted within time frame | | | | | | | | | |
| | PI 2.1. No. of documents delivered to other offices: | Support Services | 30 documents | 80 documents | 5 | 5 | 5 | 5 | |

[illegible]

| | | |
|--|-------------|--|
| Average Rating (Total Over-all rating divided by 10) | 4.50 | Comments & Recommendations for Development Purposes: Performs tasks efficiently and supports daily operations by ensuring cleanliness, organization and timely delivery of documents. Shows reliability and a positive attitude in carrying out assigned duties. |
| Additional Points: | | |
| Approved Additional Points (with copy of approval) | | |
| FINAL RATING | 4.5 | |
| ADJECTIVAL RATING | VS | |

Evaluated & rated by:



VICENTE A. GILOS

University Librarian

Date: 24 JAN 2025

Approved by:



ALELI A. VILLOCINO

Vice President for Student Affairs and Services

Date: JAN 28 2025

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: **GILBERT D. MODINA**

| 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/ day | Nov 4, 2024 | Dec 27, 2024 | Dec 26, 2024 | Impressive | Very Satisfactory | |
| 2 | Inspects the building to make sure that electrical equipment and apparatus are off | 15 minutes/ day | Nov 4, 2024 | Dec 27, 2024 | Dec 26, 2024 | Impressive | Very Satisfactory | |
| 3 | Takes care of the ornamental plants | 20 hours | Nov 4, 2024 | Dec 27, 2024 | Dec 26, 2024 | Impressive | Very Satisfactory | |
| 4 | Sends communications, notices, acknowledgement letters to other departments | 20 communications and other documents | Nov 4, 2024 | Dec 27, 2024 | Dec 26, 2024 | Impressive | Very Satisfactory | |
| 5 | Number of hours cleaning the library | 25 hours | Nov 4, 2024 | Dec 27, 2024 | Dec 26, 2024 | Impressive | Very Satisfactory | |

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

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

Prepared by


VICENTE A. GILOS
 University Librarian

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GILBERT D. MODINA**
Performance Rating: **JANUARY - DECEMBER 2024**

Aim: _____

Proposed Interventions to Improve Performance:

Date: **JULY 2024**

Target Date: **DECEMBER 2024**

First Step: Mentoring sessions with senior staff helped him understand his tasks better and work more effectively.

Result:

Date: **JANUARY 2025**

Target Date: **JUNE 2025**

Next Step: He can attend training on workplace efficiency, time management, and proper document handling.

Outcome: _____

Final Step/Recommendation:

Prepared by:


VICENTE A. GILOS
University Librarian

Conforme:


GILBERT D. MODINA



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **NOVEMBER-DECEMBER 2024**

Name of Staff: **GILBERT D. MODINA** Position: **ADMINISTRATIVE 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 |
| 4. | Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time. | 5 | 4 | 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 | 4 | 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 | 4 | 3 | 2 | 1 |
| 7. | Keeps accurate records of her work which is easily retrievable when needed. | 5 | 4 | 3 | 2 | 1 |
| 8. | Suggests new ways to further improve her work and the services of the office to its clients | 5 | 4 | 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 | 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 | 4 | 3 | 2 | 1 |
| 11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment | 5 | 4 | 3 | 2 | 1 |
| 12. Willing to be trained and developed | 5 | 4 | 3 | 2 | 1 |
| Total Score | 55 | | | | |
| 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 | 4.58 | | | | |
| Overall recommendation: Among the utility workers, he is good with computers, but he should also try other tasks like preserving library materials and binding. | | | | | |

Vicente A. Gilos

VICENTE A. GILOS
Immediate Supervisor