



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **BRAGA, ROMMEL D.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.10	70%	2.87
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.4	30%	1.02
TOTAL NUMERICAL RATING			3.87

TOTAL NUMERICAL RATING: 3.87

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 3.87

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, **ROMMEL D. BRAGA**, 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 January to June 2021

ROMMEL D. BRAGA
Ratee

Approved:

VICENTE A. GILOS
Head of Unit

MFO & PAPs	Success Indicators	Persons Responsible	2021 Target (January – December)	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OCLMFO3 Technical Services	PI 6.1. Number of books Repaired	Technical Services	18	24	5	4	4	4.33	
	2. Number of journals sewn	"	20	25	5	4	4	4.33	
	3. Number of manuscripts trimmed	"	450 manuscripts	560 manuscript	5	4	4	4.33	
	4. Number of manuscripts casted	"	450 manuscripts	560 manuscript	5	4	4	4.33	
	5. Number of manuscripts Cover prepared	"	450 manuscripts	560 manuscript	4	4	4	4	
	PI 8 Number of hours spent in doing inventory, shelf reading and shelving	"	80 hours						For the month of July
OCLMFO 6 Administrative and Support Services Management	PI 3.1. Number of hours spent cleaning library facilities on assigned areas (Cleaning the Univ. Library surroundings)	Support Services	1 hours per day	1 hour	4	4	4	4	

	PI 3.2 Number of hours spent in opening and closing windows, doors	Support Services	10 hours	10 hours	4	4	4	4	
	PI3.3 Number of hours in securing building by conducting ocular inspection to make sure electrical equipments and apparatus are off during closing time.	Support Services	8 hours	10 hours	5	5	4	4.67	
	PI.3.4 Number of hours spent in taking care and maintaining ornamental plants.	Support Services	10 hours	10 hours	4	4	3	3.66	
OCLMFO 7	Percentage of efficiency and customer-friendly frontline services	Frontline Services	0% complaints from client served	0% complaints from client served	5	4	4	4.33	
OCLMFO 8 INCOME GENERATING SERVICES	c. Number of theses bound	Income Generating Services	555	555	3	3	2	2.67	
	Number of hours spent in cleaning	Utility work	3 hours per day	3 hours per day	5	5	4	4.66	

Average Rating (Total Over-all rating divided by 12)	49.31	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.10	
ADJECTIVAL RATING	"VS"	

Comments & Recommendations for Development Purpose:

He needs to reduce his number of absences so as the output of the entire team will not be affected.

Evaluated & Rated by:

VICENTE A. GILOS
Dept./Unit Head

Approved by:

ALELI A. VILLOCINO
VP for Student Affairs and Services

Date: _____

Date: _____

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

PERFORMANCE MONITORING FORM

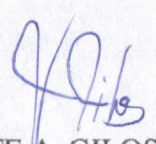
Name of Employee: Braga, Rommel D.

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	10 hours	January 2021	June 30, 2021	June 30, 2021	Impressive	Very satisfactory	
2	Inspects the building to make sure that electrical equipment and apparatus are off	8 hours	January 2021	June 30, 2021	June 30, 2021	Impressive	Very satisfactory	
3	Takes care of the ornamental plants	10 hours	January 2021	June 30, 2021	June 30, 2021	Impressive	Very satisfactory	
4	Repairs library materials	18 books repaired	January 2021	June 30, 2021	June 30, 2021	Impressive	Satisfactory	
5	Binds Manuscripts	555	January 2021	June 30, 2021	June 30, 2021	Needs improvement	Satisfactory	

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

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

Prepared by:


VICENTE A. GILOS
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2021

Name of Staff: BRAGA, ROMMEL D.

Position: ADMIN. AIDE III

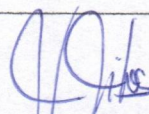
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	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	4	3	<u>2</u>	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	<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	4	<u>3</u>	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

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						3.4				

Overall recommendation :



VICENTE A. GILOS
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BRAGA, ROMMEL D.

Performance Rating: _____

Aim:

Date: Jan 2021

Target Date: June 2021

First Step: Mr. Mazo wa directed to teach Mr. Braga to learn how to do printing aside from doing other binding processes. Furthermore, a constant reminder for himo to reduce his absences was done as these greatly affected the entire performance of the team.

Result: He learned printing. He is a fast learner and meticulous in every detail of his works. But his absenteeism habit hasn't reduced yet.

Date: _____ Target Date: _____

Next Step:

Another round of reminders regarding his absenteeism habit will be done.

Outcome: _____

Final Step/Recommendation:

A webinar on Addressing Chronic Absenteeism is recommended for him.

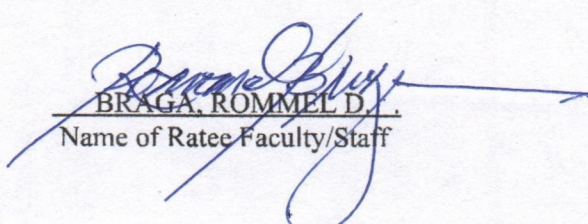
Prepared by:



VICENTE A. GILOS

Unit Head

Conforme:



BRAGA, ROMMEL D.
Name of Ratee Faculty/Staff