Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

JANUARY - JUNE 2017

Name of Administrative Staff:

ROMMEL D. BRAGA

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.55	X .70%	3.18
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.08	X .30%	0.92
	TOTAL NUM	MERICAL RATING	4.10

111 11111 11 15 15 16	
Add: Additional Approved Points, if any:	
TOTAL NUMERICAL RATING:	

ADJECTIVAL RATING:

VS

Prepared by:

Reviewed by:

ANDRELI D

Department/Office Head

Name of Staff

Recommending Approval:

REMBERTO A. PATINDOL

Chairman, PMT

Approved:

EDGARDO E. TULIN FPresident INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

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 2017

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Approved:

ANDRELI D. PARDALES

MED NO	MF0s/PAPs	Success Indicators	Tasks Assigned	2017 Target	A	- 18.5	Kanng	D D		Kemarks
MILO NO.					Accomplishment	ā	1	13	A4	
MFO 6 GE	NERAL ADMINIS	UMFO 6 GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)	ES (GASS)							
LIBMFO 2	EFFICENT AND CUSTOMER FRIENDLY FRONTLINE ASSITANCE	P1 1. Efficient and customer-friendly frontline services	Front Services	O Compliant from client	O complaint from client	ro.	2	9	ro.	
FMO 5 SUF	UFMO 5 SUPPORT TO OPERATIONS (STD)	ATIONS (STD)								
LIBMFO 5	LIBRARY SERVICES	PI 1. Percentage increase in the number of students, faculty, staff, and researchers availing the Library Services & Resources								
		P1 2.Number of books, journals, theses labeled with call number	Technical Services	4,100 books, journals, theses labeled	4,500 books, journals, theses labeled	2	4	4	4.33	
		P1 3.Number of volumes inventoried	Technical Services	2,000 volumes	•	-			1.7	
LIBMFO 5	LIBRARY SERVICES	P1 4.Number of hours spent guarding entrance/exit on assigned special duties	Reader's Services'	80 hours	90 hours	2	4.5	4.5	4.66	
		P1 5.Number of hours spent watering and maintaining plants (Second floor)	Reader's Services	20 minutes per day	30 minutes per day	2	4	4	4.33	
		P1 6.Percentage of offices cleaned, arranged, and maintained (Second floor)	Reader's Services	80%	85%	4.5	4.5	4.5	4.45	
		P1 7.Number of facilities (CR) cleaned and maintained (Second Floor)	Reader's Services	80%	80%	4.5	4.5	4.5	4.5	

Total Over-all Rating	27.27	
Average Rating (Total Over-all rating divided by ')		7
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.55	
ADJECTIVAL RATING	"AS"	

ents & Recommendations for Development se:

Approved by:

Recommending Approval:

Calibrated by:

Received by:

EDGARDO E. TUEN

F President

Date:

JERESITA A. QUINANOLA Head, PRPEO

REMBERTO A. PATINDOL PMT

Date:

Date:

BEATRIZ S. BELONIAS
Vice President

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2017

Name of Staff: ROMMEL D. BRAGA

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	Э	
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					
B.	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					

Overall recommendation	:

Name of Head