

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINSTRATIVE STAFF (VSU UNIVERSITY LIBRARY)
JANUARY – JUNE 2019

Name of Administrative Staff: **ROMMEL D. BRAGA – Administrative Aide - III**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.58	4.58 x 70%	3.20
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	2.75	2.75 x 30%	0.82
TOTAL NUMERICAL RATING			4.02

TOTAL NUMERICAL RATING:

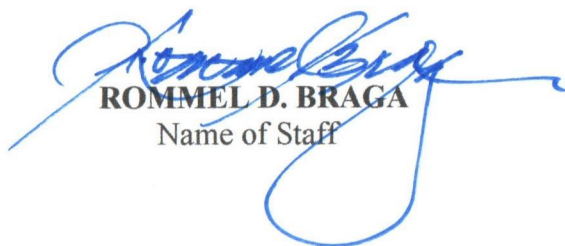
Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.02

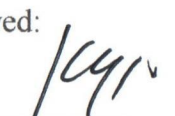
ADJECTIVAL RATING: **“VS”**

Prepared by:

Reviewed by:


ROMMEL D. BRAGA
 Name of Staff


ANDRELI D. PARDALES
 Department/Office Head

Approved: 
BEATRIZ S. BELONIAS
 VP - Instruction

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 2019


ROMMEL D. BRAGA
 Ratee

Approved:


ANDRELI D. PARDALES
 Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2019 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 6 GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
LIBMFO 2	EFFICIENT AND CUSTOMER FRIENDLY FRONTLINE ASSISTANCE	P1 1. Efficient and customer-friendly frontline services	Front Services	O Compliant from client	O Compliant from client	5	5	5	5	
UFMO 5 SUPPORT TO OPERATIONS (STD)										
LIBMFO 5	LIBRARY SERVICES									
		P1 1.Number of books, journals, theses labeled/reabeled with call number	Technical Services	40	90	4	4.5	4.5	4.33	
		P1 2. Number of theses, books, loose journals, magazines, etc. repaired or bound	Bindery Services	70	90	4.5	4.5	5	4.66	
		P1.3 Number of documents bound for AACCUP, CHED, ISA, ISO, etc accreditations/requirements	Bindery Services	50	60	4.5	4	4.5	4.33	
UFMO – GENERAL ADMINISTRATION AND SUPPORT SERVICES										
LIBMFO 6	Admin. And Support Services Management	PI 1 Number of hours spent for Inventory and maintenance of resources	Technical Services	80	160	4.5	5	5	4.83	
		P1 2.Number of hours spent guarding entrance/exit on assigned special duties	Frontline Services	140 hours	160 hours	4.5	4.5	4.6	4.5	

		P1 3 Percentage of accomplishment for cleaning facilities (CR, library building) during special duties	Reader's Services	25% offices cleaned, arranged and maintained(1 st & 2 nd floor)	25% offices cleaned, arranged and maintained(1st & 2nd floor)	4.5	4.5	4.5	4.5	
		P1 6. Percentage of hours spent watering and maintaining plants (Second floor)	Reader's Services	25%	25%	4.5	4.5	4.5	4.5	

Total Over-all Rating		
Average Rating (Total Over-all rating divided by 8)	36.65	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.58	
ADJECTIVAL RATING	"VS"	

Comments & Recommendations for Development Purpose:

He needs to limit the number of days of his absences to be more productive in his line of work.

Evaluated & Rated by:


ANDRELI D. PARDALES

Chief Librarian

Date: _____

Approved by:


BEATRIZ S. BELONIAS

VP – Instruction

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 2019

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				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	<u>3</u>	2	1
2.	Makes self-available to clients even beyond official time	5	4	<u>3</u>	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	<u>2</u>	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	3	<u>2</u>	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	<u>3</u>	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	<u>3</u>	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
111 Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	<u>3</u>	2	1
12 Willing to be trained and developed	5	4	<u>3</u>	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					
33/ 12					
Average Score					
2.75					

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head

Exhibit I

PERFORMANCE MONITORING FORM

JANUARY – JUNE 2019


Name of Employee: BRAGA, ROMMEL

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	Binding of books & journals	January – June	December 2018	June	June	VS	VS	VS
2								
3								
4								

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

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

Prepared by:


ANDRELI D. PARDALES
 Chief Librarian

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BRAGA, ROMMEL D.
Performance Rating: January – June 2019

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Advised & recommended to attend and participate trainings for professional growth.

Result: Accepted willing the challenge

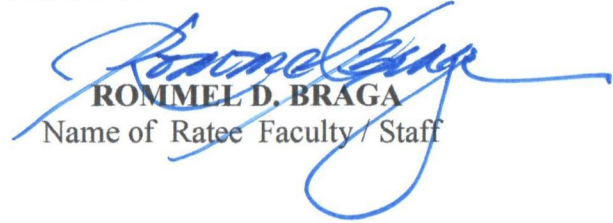
Date: _____ Target Date: _____

Next Step:


Outcome:

Final Step/Recommendation:

Conforme:


ROMMEL D. BRAGA
Name of Ratee Faculty / Staff

Prepared by:


ANDRELI D. PARDALES
Unit Head