



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

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

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	4	30%	1.2
<b>TOTAL NUMERICAL RATING</b>			<b>4.07</b>

TOTAL NUMERICAL RATING: 4.07

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.07

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 **Office of the Chief Librarian** 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 2022**

**ROMMEL D. BRAGA**

Ratee

Approved:

**VICENTE A. GILOS**

Head of Unit

MFO & PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>OCLMFO3</b> <b>Technical Services</b>	PI 6.1. Number of books Repaired	Technical Services	25	<b>121</b>	5	5	5	5	
	2. Number of journals sewn	Technical Services	23	<b>4</b>	2	2	2	2	
	3. Number of manuscripts trimmed	Technical Services	350 manuscripts	<b>1,770 Manuscripts</b>	5	5	5	5	
	4. Number of manuscripts casted	Technical Services	300 manuscripts	<b>590 Manuscripts</b>	5	5	5	5	
	5. Number of manuscripts Cover prepared	Technical Services	350 manuscripts	<b>590 Manuscripts</b>	5	5	5	5	
	PI 8 Number of hours spent in doing inventory, shelf reading and shelving	Technical Services	40 hours	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>For the month of July</b>
<b>OCLMFO 6</b> <b>Administrative and Support Services Management</b>	PI 3.1. Number of hours spent cleaning library facilities on assigned areas (Cleaning the Univ. Library surroundings)	Support Services	200 hours	<b>264 Hours</b>	5	5	4	4.67	
	PI 3.2 Number of hours spent in roving and securing building by conducting ocular inspection to make sure electrical equipments and apparatus are off during closing	Support Services	30 hours	<b>33 Hours</b>	3	3	3	3	



	time; roving, opening and closing windows, doors, etc								
	Pl.3.4 Number of hours spent in taking care and maintaining ornamental plants.	Support Services	30 hours	<b>33 Hours</b>	2	2	2	2	
<b>OCLMFO 7</b>	Percentage of efficiency and customer-friendly frontline services	Frontline Services	0% complaints from client served	<b>0% Complaints</b>	5	5	4	4.67	
<b>OCLMFO 8 INCOME GENERATING SERVICES</b>	c. Number of theses bound	Income Generating Services	400	<b>590</b>	5	5	4	4.67	

Average Rating (Total Over-all rating divided by 12)	<b>41.01</b>	
Additional Points:		
Approved Additional points (with copy of approval)		
<b>FINAL RATING</b>	<b>4.10</b>	
<b>ADJECTIVAL RATING</b>	<b>"VS"</b>	

**Comments & Recommendations for Development Purpose:**

His attendance improved a little bit and it is good that he accepted the challenge to be trained on effective customer service.

Evaluated & Rated by:

  
**VICENTE A. GILOS**  
Dept./Unit Head

Date: \_\_\_\_\_

Approved by:

  
**ALELI A. VILLOCINO**  
VP for Student Affairs and Services

Date: AUG 03, 2022

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 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	33 hours	January 3, 2022	June 30, 2022	June 30, 2022	Impressive	Very satisfactory	
3	Takes care of the ornamental plants	30 hours	January 3, 2022	June 30, 2022	June 30, 2022	Impressive	Very satisfactory	
4	Repairs library materials	121 books repaired	January 3, 2022	June 30, 2022	June 30, 2022	Impressive	Satisfactory	
5	Binds Manuscripts	590	January 3, 2022	June 30, 2022	June 30, 2022	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 2022

Name of Staff: BRAGA, ROMMEL

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

<b>A. Commitment (both for subordinates and supervisors)</b>		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	<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	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	<u>5</u>	4	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	<u>5</u>	4	3	2	1



Total Score		49				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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				

Overall recommendation : \_\_\_\_\_

  
**VICENTE A. GILOS**  
 Printed Name and Signature  
 Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rommel D. Braga

Performance Rating: \_\_\_\_\_

Aim:

Proposed Interventions to Improve Performance:

Date: January 2022 Target Date: June 2022

First Step:

\_\_\_\_\_  
\_\_\_\_\_

Result:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: January 2022 Target Date: June 2022

Next Step:

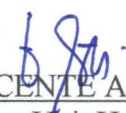
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\_\_\_\_\_  
\_\_\_\_\_

Outcome: \_\_\_\_\_

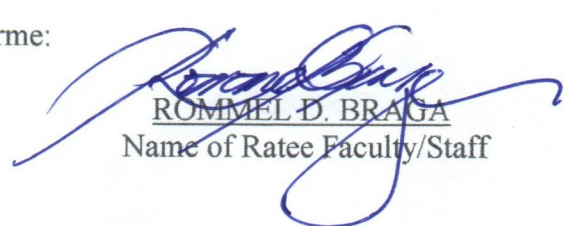
Final Step/Recommendation: :

Since he is a shy type, there is a need for him to be expressed more on frontline services for him to develop self-confidence as part of the team. Furthermore, a seminar/webinar on Frontline and excellent customer service is recommended for him.

Prepared by:

  
VICENTE A. GILOS  
Unit Head

Conforme:

  
ROMMEL D. BRAGA  
Name of Ratee Faculty/Staff