



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	4.1	70%	2.87
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.9	30%	1.18
TOTAL NUMERICAL RATING			4.05

TOTAL NUMERICAL RATING: 4.05

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.05

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 July-December 2021

ROMMEL D. BRAGA

Ratee

Approved:

VICENTE A. GILOS

Head of Unit

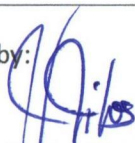
MFO & PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OCLMFO3 Technical Services	PI 6.1. Number of books Repaired	Technical Services	18	40	5	4	4	4.33	
	2. Number of journals sewn	"	20	30	4	4	4	4	
	3. Number of manuscripts trimmed	"	450 manuscripts	750	5	4	4	4.33	
	4. Number of manuscripts casted	"	450 manuscripts	750	5	5	3	4.33	
	5. Number of manuscripts Cover prepared	"	450 manuscripts	900	5	4	4	4.33	
	PI 8 Number of hours spent in doing inventory, shelf reading and shelving	"	80 hours	N/A	N/A	N/A	N/A	N/A	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						
	PI 3.2 Number of hours spent in opening and closing	Support Services	10 hours	20 Hours	4	4	4	4	

	windows, doors								
	PI3.3 Number of hours in securing building by conducting occular inspection to make sure electrical equipments and apparatus are off during closing time.	Support Services	8 hours	15 Hours	4	4	4	4	
	PI.3.4 Number of hours spent in taking care and maintaining ornamental plants.	Support Services	10 hours	8 Hours	3	4	4	3.66	
OCLMFO 7	Percentage of efficiency and customer-friendly frontline services	Frontline Services	0% complaints from client served	0% Complaints	4	4	4	4	
OCLMFO 8 INCOME GENERATING SERVICES	c. Number of theses bound	Income Generating Services	555	632	5	4	4	4.33	

Average Rating (Total Over-all rating divided by 12)	45.31	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.1	
ADJECTIVAL RATING	"VS"	

Comments & Recommendations for Development Purpose:
Attend trainings related to Binding Services. Be willing to be trained by the Head Binder in cover printing.

Evaluated & Rated by:


VICENTE A. GILOS
 Dept./Unit Head

Approved by:


ALEM A. VILLOCINO
 VP for Student Affairs and Services

Date: _____

Date: _____

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


PERFORMANCE MONITORING FORMName 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	July 2021	December 30, 2021	December 30, 2021	Impressive	Very satisfactory	
2	Inspects the building to make sure that electrical equipment and apparatus are off	8 hours	July 2021	December 30, 2021	December 30, 2021	Impressive	Very satisfactory	
3	Takes care of the ornamental plants	10 hours	July 2021	December 30, 2021	December 30, 2021	Impressive	Very satisfactory	
4	Repairs library materials	18 books repaired	July 2021	December 30, 2021	December 30, 2021	Impressive	Satisfactory	
5	Binds Manuscripts	555	July 2021	December 30, 2021	December 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: July-December 2021

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

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.	<u>5</u>	4	3	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	<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	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	<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	4	<u>3</u>	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	<u>4</u>	3	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	<u>5</u>	4	3	2	1
12.	Willing to be trained and developed	<u>5</u>	4	3	2	1

Total Score		47				
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		3.9				

Overall recommendation :


VICENTE A. GILOS
Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rommel D. Braga

Performance Rating: _____

Aim:

Proposed Interventions to Improve Performance:

Date: July 2021 Target Date: December 2021

First Step:

The Office of the Chief Librarian reminded him the importance of his Attendance
in fulfilling the team's target.

Result:

His attendance improved, except during the time when his wife was hospitalized.

Date: _____ Target Date: _____


Next Step:

Outcome: _____

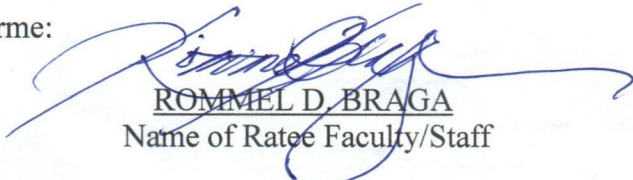
Final Step/Recommendation: :

A seminar/webinar on effective ways ^{of} reducing absenteeism in the workplace is
recommended for him to attend.

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


ROMMEL D. BRAGA
Name of Ratee Faculty/Staff