



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

**Annex P**

Name of Administrative Staff: **PATONONA, CONSTACIO R.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.03
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.9	30%	1.17
<b>TOTAL NUMERICAL RATING</b>			<b>4.2</b>

TOTAL NUMERICAL RATING: 4.2

Add: Additional Approved Points, if any:                     


TOTAL NUMERICAL RATING:                     


FINAL NUMERICAL RATING 4.2

ADJECTIVAL RATING: "VS"

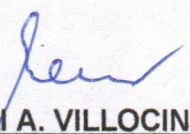
Prepared by:

Reviewed by:

  
**CRISILDA MARIE C. ROBLE**  
Name of Staff

  
**VICENTE A. GILOS**  
Department/Office Head

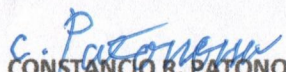
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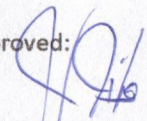
  
**ALEE A. VILLOCINO**  
Vice President – Students Affairs  
And Services



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Constancio R. Patonona of the University Library commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January to June 2021.

  
**CONSTANCIO R. PATONONA**  
 Ratee

Approved:   
**VICENTE A. GILOS**  
 Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
OCLMFO 3	Technical Services	PI1 Number library materials sewn for binding	Bindery	5	3	4	4	3	3.67	
		PI 2 Number of library materials repaired and bound	Bindery	20	50	5	5	5	5	
		PI 3 Number of newspapers /other unserviceable materials knotted/fixed for waste	Technical work	3	4	4	4	3	3.67	
		PI 4 Number hour s spent in assisting physical inventory of library materials	Technical work	25	Inventory conducted after the end of the school year (July-August)					
OCLMFO 4	Reference and Reader's Services	PI 1 Number of official documents picked up or deliver	Messengerial	10	15	4	4	3	3.67	
		PI 2 Number of clients assisted and given accurate answers for direct queries	Frontline Service	10	17	4	4	3	3.67	
OCLMFO 6	Administrative and Support Services Management	PI 1 Number of hours spent in securing and/or safeguarding entrance and exit doors	Frontline Service	4 hours per day	4 hours per day	5	5	4	4.67	



		PI 2 Number of hours spent in cleaning the High School library area daily	Utility work	2 hours per day	2 hours per day	5	5	4	4.67	
		PI 3 Number of hours spent in opening and closing windows and doors	Utility work	15 mins. per day	15 mins. per day	5	5	4	4.67	
		PI 4 Number of hours spent in grass cutting and garden cleaning	Utility work	16 hours every two months	24 hours manually every two months	5	5	5	5	
		PI 5 Number of hours spent in watering plants	Utility work	1 hour per day	1 hour per day	5	4	4	4.33	
OCLMFO 7	Efficient and Customer-friendly Assistance	PI 1 Percentage of efficiency and customer-friendly	Frontline Service	100%	100%	5	5	4	4.67	
Total Overall Rating										

Average Rating (Total Over-all rating divided by 6)	47.67	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.33	
ADJECTIVAL RATING		

**Comments & Recommendations for Development Purpose:**

He is a good utility personnel. He always sees to it that Library and its surrounding is neat.

Evaluated & Rated by:

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

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

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

Approved by:

**ALELI A. VILLOCINO**  
VP - Student Affairs & Services

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



# **PERFORMANCE MONITORING FORM**

Name of Employee: Patonona, Constancio

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	25 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	30 hours	January 2021	June 30, 2021	June 30, 2021	Impressive	Very satisfactory	
3	Takes care of the ornamental plants	20 hours	January 2021	June 30, 2021	June 30, 2021	Impressive	Very satisfactory	
4	Helps the books repairs in the bindery	40 books repaired	January 2021	June 30, 2021	June 30, 2021	Impressive	Very satisfactory	
5	Sends communications, notices, acknowledgement letters to other departments	20 communications and other documents	January 2021	June 30, 2021	June 30, 2021	Impressive	Very satisfactory	
6	Number of hours cleaning the library	25 hours	January 2021	June 30, 2021	June 30, 2021	Impressive	Very 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: PATONONA, CONSTANCIO R.

Position: ADMIN. AIDE I

**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.**

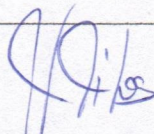
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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	<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.	<u>5</u>	4	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	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	<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	<u>4</u>	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	5	<u>4</u>	3	2	1



Total Score.					
<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					47/12
Average Score					3.9

Overall recommendation :



**VICENTE A. GILOS**

Printed Name and Signature  
Head of Office

Vision:  
Mission:

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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FM-PRO-14  
v1 05-27-2020

No. 150



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CONSTANCIO PATONONA

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

**Aim:**

To updates on the health and safety protocols of the office resources and facilities ready for use by clients during this pandemic time

Date: Jan 2021      Target Date: June 2021

First Step: A one on one orientation and give details of school memoranda on health and safety protocols to be implemented on the office premises.

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Result: Performed and implemented office disinfection regularly to keep the IHS library a healthy environment daily for the clients and staff

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Date: July 2021      Target Date: December 2021


Next Step: To encourage attending webinars and training online with health professionals and safety authorities

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Outcome: Well-informed and up-to-date

Final Step/Recommendation:

Prepared by:

  
**JOVELYN H. MABUAN**  
HEAD

Conforme:

  
**CONSTANCIO PATONONA**  
Name of Ratee Faculty/Staff