### Annex P

# COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINSTRATIVE STAFF (VSU UNIVERSITY LIBRARY) July – December 2018

### Name of Administrative Staff: CONSTANCIO R. PATONONA

Particulars	Numerical	Percentage	Equivalent Numerical
(1)	Rating (2)	Weight	Rating (2x3)
		70% (3)	
1. Numerical Rating per IPCR	4.55	4.55 X 70%	3.18
2. Supervisor/Head's assessment of	3.41	3.41 X 30%	1.02
his contribution towards			
attainment of office			
accomplishments			
T	4.2		

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	4.2	
ADJECTIVAL RATING:	VS	
Prepared by:	Reviewed 1	by:
C. P. Lowen CONSTANCIO R. PATON Name of Staff	IONA	ANDRELI D. PARDALES Department/Office Head

Approved:

DGARDO E. TULIN VSU-President

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CONSTANCIO R. PATONONA of the <u>University Library</u> 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 2018

CONSTANCIÓR. PATONONA

Ratee

Approved:

ANDRELI D. PARDALĘS

Head of Unit de 1/2

MFOs/PAPs	MFOs/PAPs Success Indicators	Tasks Assigned	2018 Target	Actual	Rating				Remarks
				Accomplishment	Q1	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	1
SUPPORT TO C	PERATIONS (STO)					I	.1		
Library Services	P1 1 Percentage increase in the number of	resources acquired a	nd made available to stu	dents, faculty, staff an	d resear	chers		-	
Technical Services	P11.1 Number of newspapers/other unserviceable materials knotted/fixed for waste	Technical Work	410	420	5	4.5	4.5	4.65	
	P1.3 Number of official documents picked up from VSU Post Office	Messenger	78	80	5	4	4	4.33	
	P1.4 Number of newspapers / High School documents picked up / delivered	Messenger	430	485	5	4	4	4.33	
	Pl.5 Number of hours spent in control area	Frontline services	4 hours per day	4 hours per days					
	UMFO 6- GENERA	AL ADMINISTRATIV	E SUPPORT SERVICE	:S					
Administrative and Facilitative Service	P15 Number of frontline academic services	monitored and ensur	ed to be costumer-frienc	lly & efficient and citize	ens char	ter poste	ed cons	picuously	ı
	PI5.1 Cleaned, managed and maintained the library area daily	Utility work	100%	100%	5	5	5	5	×,
	PI5.2 Number of hours spent in watering and maintaining plants	Utility work	2 hours per day	2 hours per day	4.5	4.5	4.5	4.5	
	PI5.3 Number of hours spent in cleaning/trimming grasses of the library surroundings	Frontline services	2 hours per day	2 hours per day	4.5	4.5	4.5	4.5	
· · · · · · · · · · · · · · · · · · ·	SUPPORT TO C Library Services Technical Services  Administrative and	SUPPORT TO OPERATIONS (STO)  Library Services P1.1 Percentage increase in the number of Technical Services P11.1 Number of newspapers/other unserviceable materials knotted/fixed for waste P1.3 Number of official documents picked up from VSU Post Office P1.4 Number of newspapers / High School documents picked up / delivered P1.5 Number of hours spent in control area  UMFO 6- GENER  Administrative and Facilitative Service P15.1 Cleaned, managed and maintained the library area daily P15.2 Number of hours spent in watering and maintaining plants P15.3 Number of hours spent in cleaning/trimming grasses of the library	SUPPORT TO OPERATIONS (STO)  Library Services P1 1 Percentage increase in the number of resources acquired at Technical Services P11.1 Number of newspapers/other unserviceable materials knotted/fixed for waste P1.3 Number of official documents picked up from VSU Post 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Total Over-all Rating	27.31	
Average Rating (Total Over-all rating divided by 8)		
Additional Points:		
Punctuality		<del></del>
Approved Additional points (with copy of approval)		
FINAL RATING	4.55	
ADJECTIVAL RATING	"VS"	
	1	

Comments & Recommendations for Development Purpose: Recommending for advance skills training on binding

Evaluated & Rated by:

Date:	

- 1 Quality 2 Efficiency
- 3 Timeliness 4 Average

Approved by:

BEATRIZ'S. BELONIAS

VP Instruction

Date:\_

#### Annex O

### Instrument for Performance Effectiveness of Administrative Staff Rating Period: July – December 2018

### Name of Staff: CONSTANCIO R. PATONONA

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)		(	Scal	е	
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

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
<ol><li>Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.</li></ol>	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
<ol><li>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</li></ol>	1	4	3	2	1
Total Score		4	1 /	12	***************************************
Average Score			3.4	I	

Overall recommendation

### Exhibit I

### PERFORMANCE MONITORING FORM

JULY - DECEMBER 2018

Name of Employee: PATONONA, CONSTANCIO C.

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen- dation
1	Render special duties	Guard the Control Area	Dec. 2018	Dec. 2018	Dec. 2018	VS	VS	
2								
3								
4								

<sup>\*</sup> 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: PATONONA, CONSTANCIO R.

Conforme:

Name of Ratee Faculty / Staff

Performance Rating: July – Dec	cember 2018							
Aim:								
Proposed Interventions to Impro	ove Performance:							
Date: Target Date:								
First Step: To take the place of area even on off-duty hours	,	gular staff in watching the control						
Result: Good relationship and h	narmony in the office (H	ligh School Library).						
Date:								
Next Step:								
Outcome:								
Final Step/Recommendation:								
e: C. D. A.	Prepared by:	ANDRELY D. PARDALES Unit Head (M) (W)						