



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ROMMEL D. BRAGA**

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	4.00	30%	1.20
TOTAL NUMERICAL RATING			4.23

TOTAL NUMERICAL RATING: 4.23
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.23

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:


JANSEL JOI C. VILLAS
Administrative Aide IV

Reviewed by:


VICENTE A. GILOS
University Librarian

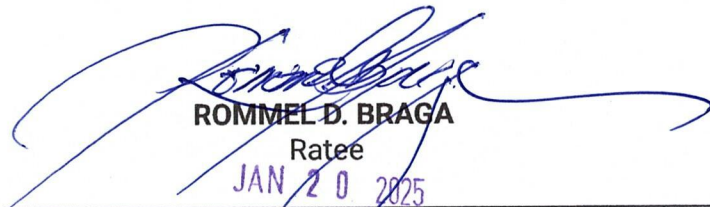
Approved:


ALELI A. VILLOCINO
Vice President for Student Affairs and Services

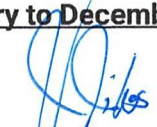


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ROMMEL D. BRAGA**, of **UNIVERSITY LEARNING COMMONS (LIBRARY)** commits to deliver and agrees to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to December 2024**.


ROMMEL D. BRAGA
 Ratee
 JAN 20 2025

Approved:


VICENTE A. GILOS
 University Librarian
 24 JAN 2025

MFO & PAPs	Success Indicators	Tasks Assigned	Target January - December 2024	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1. WORLD CLASS EDUCATION									
VSAS MFO 1.1 Efficient and Effective Library Services									
LS 2 Technical Services	PI 5.1 No. of books repaired and hardbound	Preservation and binding	100 volumes	180 volumes	4	4	4	4	
	PI 5.2 No. of books and journals cased in, assembled, and sewn	Assembles books/journals for hardcover	100 volumes	396 volumes	5	5	5	5	
LS 3 Reader's Services	PI 1 No. of hours rendered at the Control Area as Information Officer and Control Checker	Control tasks to maintain orderliness of entrance and exit doors	160 hours	180 hours	4	4	4	4	
LS 4 Programs/ Trainings and Activities	PI 1. No. of activities, meetings, programs attended	Attends meetings	2 activity, meetings, etc.	10 activities	5	5	5	5	
	PI 2. No. of trainings/ webinars attended	Attends trainings	1 training/ webinar	3	5	5	4	4.67	
UMFO 2. General Administration and Support Services									
OVPSAS ST0 2.3 Percentage of clients served that rated the services rendered at least very satisfactory or higher									
	PI 1. Efficient and customer-friendly frontline services: Zero	Frontline Services	0% Complaint	0% Complaint	5	5	4	4.67	

	percent of complaints from clients served								
OVPSAS ST0 2.4 Percentage of administrative services and financial/ administrative documents acted within time frame									
Income Generating Services	PI 1. Number of bound theses cover printed	Theses cover printing	500 volumes	714	5	4	4	4.33	
	PI 1.2. Number of theses trimmed, cased in, and sewn	Binding of theses	300 volumes	328	4	5	4	4.33	
	PI 6.2 No. of hours spent in cleaning and maintenance (in and out of the library building)	Cleaning and maintenance of library surroundings	400 hours	400 hrs	3	4	4	3.67	
	PI 6.3 No. of hours spent in roving and securing the building	Conducts ocular inspection to make sure electrical equipment and apparatus are turned off during closing time; opening/closing windows, doors, etc.	120 hours	160 hrs	4	4	4	4	
	PI 6.4 No. of hours spent in taking care and maintaining indoor ornamental plants	Take care of plants	120 hours	140 hrs	4	4	4	4	
OVPSAS ST0 2.12 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit									
	PI 1. Percentage of 5S implementation at the workplace	Admin. and Facilitative Services	90%	95%	4	4	5	4.33	
Total Overall Rating								52.00	

Average Rating (Total Over-all rating divided by 12)	4.33	Comments & Recommendations for Development Purposes: Carries out responsibilities with diligence but needs to develop more confidence in decision-making leadership. Strengthening initiative will enhance the unit's overall efficiency and effectiveness.
Additional Points:		
Approved Additional Points (with copy of approval)		
FINAL RATING	4.33	
ADJECTIVAL RATING	VS	

Evaluated & rated by:



VICENTE A. GILOS

University Librarian

Date: 24 JAN 2025

Approved by:



ALELI A. VILLOCINO

Vice President for Student Affairs and Services

Date: JAN 28 2025

PERFORMANCE MONITORING FORM

Name of Employee: **ROMMEL D. BRAGA**

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	15 minutes/day	Jan 2, 2024	Dec 27, 2024	Dec 26, 2024	Impressive	Very Satisfactory	
2	Inspects the building to make sure that electrical equipment and apparatus are off	15 minutes/day	Jan 2, 2024	Dec 27, 2024	Dec 26, 2024	Impressive	Very Satisfactory	
3	Takes care of the ornamental plants	60 hours	Jan 2, 2024	Dec 27, 2024	Dec 26, 2024	Impressive	Very Satisfactory	
4	Repairs library materials	50 volumes	Jan 2, 2024	Dec 27, 2024	Dec 26, 2024	Impressive	Very Satisfactory	
5	Thesis cover printing	250 volumes	Jan 2, 2024	Dec 27, 2024	Dec 26, 2024	Impressive	Very Satisfactory	
6	Binds Manuscripts	150 volumes	Jan 2, 2024	Dec 27, 2024	Dec 26, 2024	Impressive	Very Satisfactory	

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

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

Prepared by


VICENTE A. GILOS
 University Librarian

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ROMMEL D. BRAGA**
Performance Rating: **JANUARY - DECEMBER 2024**

Aim: _____

Proposed Interventions to Improve Performance:

Date: **JULY 2024**

Target Date: **DECEMBER 2024**

First Step: Employ more dialogues with him to discuss his absences. He should constantly be reminded to make him understand the consequences and process related to absenteeism.

Result:

Date: **JANUARY 2025**

Target Date: **JUNE 2025**

Next Step: He will be tasked to identify areas for improvement in his unit and encouraged to propose solutions.

Outcome: _____

Final Step/Recommendation:

Prepared by:


VICENTE A. GILOS
University Librarian

Conforme:


ROMMEL D. BRAGA



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY-DECEMBER 2024**

Name of Staff: **ROMMEL D. BRAGA** Position: **ADMINISTRATIVE 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 (<i>both for subordinates and supervisors</i>)		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	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
Total Score	48				
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	4				
Overall recommendation: Strengthen initiative in handling unit operations.					



VICENTE A. GILOS
Immediate Supervisor