



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: FULMINAR, HONEY JEANE A.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.14	30%	1.24
TOTAL NUMERICAL RATING			4.54

TOTAL NUMERICAL RATING: 4.54

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.54

FINAL NUMERICAL RATING 4.54

ADJECTIVAL RATING: VERY SATISFACTORY (VS)

Prepared by:

FULMINAR, HONEY JEANE A.

Name of Staff

Reviewed by:

SARAH M. CHUA

Director for Admin and Finance

Recommending Approval:

JUDITH B. JOMADIAO

Chancellor

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, **HONEY JEANE A. FULMINAR, Admin Aide III**, 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 3, 2022 to June 30, 2022**.

HONEY JEANE A. FULMINAR
RATEE
Date: _____

Approved: _____
MAIDE P. LANTAO
Dept./Unit Head
Date: _____

JUDITH B. JOMADIAO
Chancellor
Date: _____

MFOs/PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient and customer-friendly frontline service	Zero percent complaint from client served	Frontline service	100% of clients served with 0% complaints	100%	5.00	5.00	4.00	4.67	Created Online FB page during this pandemic to accommodate students library concerns
Technical services	Number of Requests for purchases of books, journals and other subscriptions received, consolidated for procurement fro Dept. heads/faculty within 2-3 days upon receipt without valid complaint	Redevelop facilities consolidates recommendations/ requests from dept./ faculty for purchased of books reference materials, journals of other subscription	10	21	5.00	5.00	4.00	4.67	
	Number of books & journals acquired and received as per Purchase Requests (PR, and Purchase Orders (PO) available for Library use immediately upon delivery	Number of books, journals, subscription and other references purchased and received for use of faculty and students during the semester	6 (journals) & 10 books	13 journals & 28 books	4.00	5.00	4.00	4.33	
	Error-free accessioning of books and non-books materials; and recording of journals, magazines newspaper 1 min per reference.	Accession books and other library materials	30 books 20 unpublished theses	35 books & 24 unpublished theses	5.00	5.00	5.00	5.00	

4

3

2

1

	Error-free cataloging and classification of books and non-books materials and maintenance of shelf list catalogue shelf 2-3 per reference.	Catalogs and classifies books, e-books and other library materials	10 books	55 books	5.00	5.00	5.00	5.00	
	Error-free indexing of journals and magazines and articles per day.	Indexes articles of journals/ magazines	8	20	5.00	5.00	4.00	4.67	
	Number of books repaired and mended.	Repair and mend books	60	100	4.00	5.00	4.00	4.33	
	% of bookcards received and recorded-10mins/book (minor error)	Receives book cards borrowed by faculty and staff	100%	100%	5.00	5.00	5.00	5.00	
	No of inventory conducted within 1 week every semester.	Inventory of books/references & equipment	1	1	4.00	5.00	4.00	4.33	
Readers' services	% clients /STUDENTS/FACULTY given reference/ information services.	Provides reference services	150	170	5.00	5.00	4.00	4.67	Thru online(fb, messenger, email), references are sent to students (EIM)
	Error-free charging/ discharging of books/ journals and other library materials, 1-2 minutes upon request.	Charge/discharge books	100%	100%	5.00	5.00	4.00	4.67	E-books posted in FB page available to faculty and staff
	Number ID's and borrower's card validated within 1 minute.	Updates ID cards and BC	100% (400) TES & MERIT	100% (1000) TES & MERIT	5.00	5.00	5.00	5.00	
	% of new student's oriented to library services	Provides orientation.	100	1300	4.00	5.00	5.00	4.67	
	Error-free inter filling and withdrawing of book card, 1 minute per book	Interfiles withdraws book cards.	95%	100%	4.00	5.00	4.00	4.33	
Administrative services	100% signing of documents (clearance, Student ID's, temporary ID)	Receives and signs documents.	100%	100%	4.00	5.00	5.00	4.67	Created google form for students temporary ID. Limitation of face to face transaction due to COVID19
	100% of incoming mails/documents of delivered to recipient on time.	Receives and distributes mails/documents from other offices for staff/students.	95%	100%	5.00	5.00	5.00	5.00	

	% of encoding of Abstract and Resolution.	BAC Secretariat works	100%	100%	5.00	5.00	5.00	5.00	5.00	
Student Development and Welfare Support										
Management/ Executive Services	No. of staff coached, supervised and monitored.	Coaching, Supervision and monitoring.	95%	100%	4.00	5.00	5.00	4.67		
Reports	100% of reports submitted within the prescribed time frame.	Prepares report	95%	100%	5.00	5.00	4.00	4.67		
Janitorial Services	100% office, CR's, surroundings cleaned maintained.	Supervise cleanliness and orderliness of the library building.	100%	100%	5.00	5.00	5.00	5.00		
Total Over-all Rating								94.33		

17

20

19

18

Average Rating (Total Over-all rating divided by 4)	4.72
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.72
ADJECTIVAL RATING	0

Evaluated by:

MADE P. LANTAUO
Dept./Unit Head
Date:

Recommending Approval:

JUDITH B. JOMADIAO
Chairperson
Date:

Approved by:

BEATRIZ S. BELONIAS
VP for Academic Affairs
Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Comments & Recommendations for Development Purpose:

- 1) To Pursue and finish her Master degree in Library Science
- 2) Recommend attendance to relevant Trainings & Seminars
- 3) To schedule Bench Marking with VSU Main Campus and other agencies with Best practices in Library
- 4) Regular consultation and monitoring on her duties and functions



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

HONEY JEANE A. FULMINAR

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.28	70%	3.00
2. Supervisor/Head's assessment of his <i>contribution towards</i> attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.43

TOTAL NUMERICAL RATING:

4.43

Add: Additional Approved Points, if any:

0.00

TOTAL NUMERICAL RATING:

4.43

FINAL NUMERICAL RATING

4.43

ADJECTIVAL RATING:

VERY SATISFACTORY (VS)

Prepared by:

HONEY JEANE A. FULMINAR

Name of Staff

Reviewed by:

NAIDE P. LANTAJA

Department/Office Head

Recommending Approval:

JUDITH B. JOMADIAO

Chancellor

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, HONEY JEANE A. FULMINAR, Admin Aide III, 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 July 1, 2021 to December 31, 2021.

Approved:

HONEY JEANE A. FULMINAR
RATTEE

JUDITH B. JOMADIAO
Chancellor

MFOs/PAPs	Success Indicators	Tasks Assigned		Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Efficient and customer-friendly frontline service	Zero percent complaint from client served	Frontline service		100% of clients served with 0% complaints	100%	4.00	5.00	4.00	4.33	Created Online FB page during this pandemic to accommodate students' library concerns
Technical services	Number of Requests for purchases of books, journals and other subscriptions received, consolidated for procurement fro Dept. heads/faculty within 2-3 days upon receipt without valid complaint	Receives/facilities consolidates recommendations/requests from dept./faculty for purchased of books reference materials, journals of other subscription	5	11		4.00	4.00	4.00	4.00	
	Number of books & journals acquired and received as per Purchase Requests (PR, and Purchase Orders (PO) available for Library use immediately upon delivery	Number of books, journals, subscription and other references purchased and received for use of faculty and students during the semester	10 (journals) & 30 books	25 journals & 35 books		4.00	4.00	4.00	4.00	
	Error-free accessioning of books and non-books materials; and recording of journals, magazines newspaper 1 min per reference.	Accession books and other library materials	30 books 20 unpublished thesis	35 books & 24 unpublished thesis		5.00	5.00	4.00	4.67	

	Error-free cataloging and classification of books and non-books materials and maintenance of shelf list catalogue shelf 2-3 per reference.	Catalogs and classifies books and other library materials	8books	35 books	5.00	5.00	4.00	4.67	
	Error-free indexing of journals and magazines and articles per day.	Indexes articles of journals/magazines	10	19	5.00	5.00	4.00	4.67	
	Number of books repaired and mended.	Repair and mend books	150	230	4.00	5.00	4.00	4.33	
	% of bookcards received and recorded-10mins/book (minor error)	Receives book cards borrowed by faculty and staff	100%	100%	4.00	4.00	4.00	4.00	
	No of inventory conducted within 1 week every semester.	Inventory of books/references & equipment	1	1	4.00	4.00	4.00	4.00	
Reader's services	% clients /STUDENTS/FACULTY given reference/ Information services.	Provides reference services	150	170	5.00	5.00	4.00	4.67	Thru online(fb, messenger, email), references are sent to students (EDF)
	Error-free charging/ discharging of books/ journals and other library materials, 1-2 minutes upon request.	Charge/discharge books	100%	100%	5.00	5.00	4.00	4.67	Only for faculty and staff due to No student are allowed to enter the campus
	Number ID's and borrower's card validated within 1 minute.	Updates ID cards and BC	100% (1200) TES & MERIT	167% (1800) TES & MERIT	5.00	5.00	4.00	4.67	
	% of new student's oriented to library services	Provides orientation.	1400	1500	4.00	4.00	4.00	4.00	
	Error-free inter filling and withdrawing of book card, 1 minute per book	Interfiles withdraws book cards.	95%	100%	4.00	5.00	4.00	4.33	
Administrative services	100% signing of documents (clearance, Student ID's, temporary ID)	Receives and signs documents.	100%	100%	4.00	4.00	4.00	4.00	Created google form for students temporary ID. Limitation of face to face transaction due to COVID19

	100% of incoming mails/documents of delivered to recipient on time.	Receives and distributes mails/documents from other offices for staff/students.	95%	100%	5.00	5.00	4.00	4.67	
	% of encoding of Abstract and Resolution.	BAC Secretariat works	100%	100%	4.00	4.00	4.00	4.00	
Student Development and Welfare Support									
Management/ Executive Services	No. of staff coached, supervised and monitored.	Coaching, Supervision and monitoring.	1	1	4.00	4.00	4.00	4.00	Only 1 staff in the Library
Reports	100% of reports submitted within the prescribed time frame.	Prepares report	95%	95%	4.00	4.00	4.00	4.00	
Janitorial Services	100% office, CR's, surroundings cleaned maintained.	Supervise cleanliness and orderliness of the library building.	100%	100%	4.00	4.00	4.00	4.00	
Total Over-all Rating								85.67	

Average Rating (Total Over-all rating divided by 4)		4.28
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.28
ADJECTIVAL RATING		VS

Comments & Recommendations for Development Purpose: 1) To finish her degree in Masters In Library Science 2) Attend relevant trainings in Library 3) Bench Mark on other agencies with Best practices in Library activities

Evaluated by:

NAIDE B. LANTAO
Dept./Unit Head

Date:

Recommending Approval:

AUDITH B. JOMADIAO
Chancellor

Date:

Approved by:

BEATRIZ S. BELONIAS
VP for Academic Affairs

Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average