

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF (VSU UNIVERSITY LIBRARY)
January – June 2019

Name of Administrative Staff: **ANDRELI D. PARDALES**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	4.92 X 70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 X 30%	1.50
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.94

ADJECTIVAL RATING: " O "


Prepared by:


ANDRELI D. PARDALES
 Name of Staff

Reviewed by:


BEATRIZ S. BELONIAS
 Department/Office Head

Approved:


BEATRIZ S. BELONIAS
 VP - Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ANDRELI D. PARDALES**, 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 JANUARY – JUNE 2019

ANDRELI D. PARDALES
Ratee

Approved:

BEATRIZ S. BELOMAS
Head of Unit

MFO NO.	MFO & Performance Indicator (PI)	Success Indicators	Tasks Assigned	2019 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 2 Higher Education Services										
LIB MFO 2	Student Management Service									
		P13 Number of students who availed of student assistantship at the Library Number of student assistants interviewed and applications signed	Technical Work	10 student assistants	13 student assistants	5	5	5	5	
LIB MFO 3	Technical Services	PI 1 No. of materials acquired, processed, conducted inventory and maintained	Technical Work							ONLY ON DECEMBER
		PI 2 No. of documents prepared for AACCUP, CHED, ISA, ISO, etc. accreditations / requirements		1 bibliography, PPP, MSI	PPP for 10 programs, MSI for 10 programs and bibliography for plant breeding	4.83	5	5	4.94	

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ANDRELI D. PARDALES**, 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 JANUARY – JUNE 2019


ANDRELI D. PARDALES
 Ratee

Approved:


BEATRIZ S. BELONIAS
 Head of Unit

MFO NO.	MFO & Performance Indicator (PI)	Success Indicators	Tasks Assigned	2019 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 2 Higher Education Services										
LIB MFO 2	Student Management Service									
		P13 Number of students who availed of student assistantship at the Library Number of student assistants interviewed and applications signed	Technical Work	10 student assistants	13 student assistants	5	5	5	5	
LIB MFO 3	Technical Services	PI 1 No. of materials acquired, processed, conducted inventory and maintained	Technical Work							ONLY ON DECEMBER
		PI 2 No. of documents prepared for AACCUP, CHED, ISA, ISO, etc. accreditations / requirements		1 bibliography, PPP, MSI	PPP for 10 programs, MSI for 10 programs and bibliography for plant breeding	4.83	5	5	4.94	

UMFO4 EXTENSION SERVICES		
--------------------------	--	--

	Expert Services									
		P1 1. Number of trainees weighted by the length of Training Trained, oriented and given assessment test	Technical work	10 BLIS on the job trainees	27 Bachelor in Library Information Science of LNU trained	5	5	5	5	

UMFO 5 SUPPORT TO OPERATIONS (STO)									
------------------------------------	--	--	--	--	--	--	--	--	--

	MFO : ISO 9001 :2015 ALIGNED DOCUMENTS									
		PI 1. No. of quality procedures prepared, reviewed and revised	Technical Work	1	11 procedural manuals	4.83	5	5	4.94	
		PI 2 No. of required mandatory operating manuals prepared and submitted	Technical Work	1	1 Library manual	5	5	5	5	
		PI 3 ISO-aligned documents for at least 1 core process	Technical Work	2	11 core processes	4.83	5	5	4.94	
		PI 4 Percentage of 5S implementation at the workplace	Technical Work	All 8 units of the Library	8 units of the Library and other areas	5	5	5	5	
	ARTA aligned compliance and reporting requirements	PI 1 Citizen's Charter Compliance: a. Streamlining and process improvement of the Agency's critical services b. Citizen/client's satisfaction survey report	Technical Work	a. 95% b. 95%	a. 100% b. 100% complied	5 5	5 5	5 5	5 5	

LIBMFO 6 LIBRARY SERVICES

		PI 1 Percentage increase in the number of resources acquired and made available to students, faculty, staff and researchers	Technical Work							
		A. Number of clients given references/information	Technical Work	39 clients	81 clients and Area VII in charge oriented in the use of DLM for AACUP document	4.83	5	5	4.94	
		B. Percentage of clients – students, faculty and staff, walk-in researchers using library resources	Technical Work	97% of students, faculty and staff, walk-in researchers used library resources	99% students, faculty and staff,, walk-in researchers used library resources	5	5	5	5	
		C. Number of hours Sent to annual inventory and housekeeping	Reader's Services							Month of December only
		PI 1.2 Number of best Library practices on student services implemented		6 best practices	8 best practices	5	5	5	5	
		A. Number of students given orientation on Library Services	Reader's Services							Month of August Only
		B. Percentage of students, staff given instruction to Library Information Resources	Reader's Services							-do-
		C. Number of hours given for extension of library services	Technical Services							
		AACUP standards		20 hours	84 hours					
		a. Number of hours in preparing documents				4.83	5	5	4.94	
		b. Deadline of Theses submission		Rendered Overtime	Rendered 1 Saturday and 2 ½ hours after the deadline					

		D. Number of issues of New Acquisitions List reviewed and edited	Technical Services	1	1	4.5	4.5	4.5	4.5	
		E. Newsletter Number of issues reviewed and contributed article/s	Technical Services	1	1	4.5	4.83	4.83	4.72	
LIBMF O 1	Administrative and Facilitative Services	PI 5 Number of frontline academic services monitored and ensured to be costumer friendly & efficient and citizens charter posted conspicuously								
		a. Number of units monitored	Technical Work	Four (4) service units	Seven (7) service units	5	5	5	5	
		b. Number of library staff supervised and evaluated	Technical Work	18 Library Staff and Student assistants	20 Library staff and 13 students assistants	5	5	5	5	
		c. Number of vouchers, AREs, monthly reports of project, purchase requests of books, journals and other library materials, DTRs, leave applications, OPCR and IPCRs, clearances of students and staff signed	Technical Work	300 documents	2,171 documents	4.83	5	5	4.94	
		d. Number of meetings , workshops, conferences attended	Technical Work	10 meetings, workshops, conferences attended	34 meetings, 2 workshops, 2 trainings	4.83	5	5	4.94	

	Income Generating Services	PI 1 10% increase of income generated to support University Projects	Technical Work	P 175,000.00	P708,973.00	4.83	5	5	4.94	
LIBMF O 2	Efficient and Customer-friendly Assistance	PI 1 Efficient and customer-friendly frontline services	Technical Work	O compliant from clients served	O compliant from clients served	5	5	5	5	
OVPI 9 – DEVELOPMENT B BROADCASTING & COMMUNICATION SERVICES										
	Extension Services									
		PI 7. Number of linkages / partnership forged	Technical Work	1	1	4.5	4.83	4.83	4.72	
		Joins VSU environmental group clean up drive once a month (VSU scrambled legs)		Once a month	Three (3) times joined the clean up drive	4.5	5	5	4.83	

Total Over-all Rating	113.29	
Average Rating (Total Over-all rating divided by 23)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.92	
ADJECTIVAL RATING	"O"	

Evaluated & Rated by:

BEATRIZ S. BELONIAS
VP - Instruction

Approved:


BEATRIZ S. BELONIAS
VP - Instruction

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019

Name of Staff: **ANDRELI D. PARDALES**

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	<u>5</u>	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	<u>5</u>	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	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	<u>5</u>	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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	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	<u>5</u>	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	<u>5</u>	4	3	2	1
111 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					
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	<u>5</u>	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.	<u>5</u>	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.	<u>5</u>	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	<u>5</u>	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	<u>5</u>	4	3	2	1
Total Score	85 / 17				
Average Score	5				

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head

Exhibit I

PERFORMANCE MONITORING FORM

January – June 2019

Name of Employee: ANDRELI D. PARDALES

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	Crafting of ISO Procedural Manual	Library's processes	April of 2019	June	August 2019	Impressive	Very Satisfactory	VS
2	Conduct of ISO 9001:2015 Awareness Training	Library Staff be trained	April	July	July 10-11	Very impressive	Very Satisfactory	VS
3								
4								

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

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

Prepared by:


BEATRIZ S. BELONIAS
 Unit Head

EMPLOYEE DEVELOPMENT PLAN

January – June 2019

Name of Employee: ANDRELI D. PARDALES

Performance Rating: _____

Aim: For all librarians to be academically competitive

Proposed Interventions to Improve Performance:

Date: _____ Target Date: January 2019

First Step: Encourage College Librarians to earn MSLIS degree.

Result: One (1) finished her MSLIS and promoted to College Librarian II

Date: _____ Target Date: _____

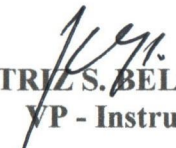
Next Step: One (1) Librarian needs to finish her MSLIS one (1) new librarian already earned nine (9) units in MSLIS.

Outcome: One (1) Librarian in her final part of thesis writing


Final Step/Recommendation:

By the end of 2019 one (1) librarian will earn her MSLIS

Prepared by:


BEATRIZ S. BELONIAS
VP - Instruction

Conforme:


ANDRELI D. PARDALES
Name of Ratee Faculty / Staff