



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **VICENTE A. GILOS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.60	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
TOTAL NUMERICAL RATING			4.67

TOTAL NUMERICAL RATING: 4.67

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:


FINAL NUMERICAL RATING 4.67

ADJECTIVAL RATING: "O"

Prepared by:

JANSEL JOI C. VILLAS
Name of Staff

Reviewed and Approved:


ALELI A. VILLOCINO
Vice President-Students Affairs
and Services

INDIVIDUAL PERFORMANCE ACCOMPLISHMENT & REVIEW (IPAR) FORM

I, **VICENTE A. GILOS**, of the **UNIVERSITY LEARNING COMMONS (LIBRARY)** commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JULY TO DECEMBER 2023**.

VICENTE A. GILOS

Ratee

JAN 18 2024

Approved:

ALELI A. VILLOCINO

VP-STUDENT AFFAIRS AND SERVICES

JAN 22 2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target January- December 2023	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
VSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
LS STO 1: ISO 9001:2015 aligned documents and compliant processes	P1 1.1 No. of quality procedures drafted, reviewed and/ or revised	Technical Services	1	6	5	5	5	5	
	PI 2. Percentage of 5S implementation at the workplace	Technical Services	90%	95%	5	5	5	5	
VPSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
LS STO 2 ARTA aligned compliance and Reporting requirements	P1 2 Citizen's Charter Compliance: a. Citizen/client satisfaction survey report	Frontline Services	90% satisfied	95%	5	5	5	5	
VSAS STO4: INNOVATIONS & BEST PRACTICES									
	PI 1 No. of new systems/innovations/ proposals	Technical Services	1	2	5	4	4	4.33	

	introduced and implemented								
	PI 2.1 No. of newsletter articles authored	Technical Services	1	0	0	0	0	0	Busy with administrative tasks
VSAS MFO LS (for Library Services)									
LS 1 Technical Services	PI 1. Number of bibliographic entries in DLM reviewed, edited and updated	Technical Services	50 entries	80 entries	5	4	4	4.33	
	PI 7. No. of inventory conducted	Technical Services	1 inventory						Inventory was done thru automation method
	PI 8. Number of hours spent in monitoring performance, managing parameters, reviewing and updating policies of Library Management System (Destiny Library Manager)	Technical Services/Admin	40 hours	60 hours	5	5	5	5	
LS 2 Reader's Services	PI 1.1 No. of hours rendered at the Circulation Unit (Special Duties)	Readers Services	120 hours						Exempted due to Management Functions
	PI 2.1 No. of online/onsite reference queries responded	Readers Services	10 queries	37	5	5	4	4.67	
	PI 3 No. of library orientation and instruction conducted	Reader's Services	2 orientation/instruction	3	5	5	4	4.67	

LS 4 Programs/Training and Activities	PI 1. No. of activities, meetings, programs attended/assisted/facilitated	Facilitative Services	8 activities, meetings, etc.	26	5	5	5	5	
	PI 2. No. of conferences/seminars attended/facilitated	Facilitative Services	2 conference s/ seminars	5 seminars	5	5	5	5	
LS 5 Support to Quality Assurance, Program and Institutional Accreditation Services	PI 1 No. of sets of supporting documents prepared for AACUP, RQAT, COPC, etc. Survey Visits	Support Services	2 sets	7 sets	5	5	5	5	
	PI 2. No. of subject bibliographies with the list of journals prepared	Librarians	2 subject bibliographies	3 bibliographies	5	4	5	4.67	
LS 6 Linkages	PI 2. No. of MOU, MOA reviewed	Collaboration	1 MOU/MOA	2 MOA	5	5	5	5	
UMFO 6 – GENERAL ADMINISTRATION AND SUPPORT SERVICES									
LS GASS 1 Frontline Services	PI. 1 Efficient & customer-friendly frontline service: Zero percent of complaints from clients served	Frontline Services	0% complaint	0% complaint	5	5	5	5	
LS GASS 2 Admin. and Facilitative Services	PI 1. a. No. of libraries managed, monitored and coordinated	Admin. and Facilitative Services	2 libraries	2 libraries	5	4	5	4.67	
	b. Number of Accomplishment reports prepared and submitted	Admin. and Facilitative Services	1 accomplishment reports	1	5	4	5	4.67	

	PI 2. a. No. of Official documents prepared, issued, acknowledged, signed, authenticated and inspected	Admin. and Facilitative Services	1000 Official documents	2,050	5	5	5	5	
	b. Number of sets of IPCR forms evaluated	Admin. and Facilitative Services	11 sets of IPCR per rating period	11	4	4	4	4	
	c. Number of requests reviewed and approved in HRMIS (i.e. time appeals, leave requests, travel requests of library staff	Admin. and Facilitative Services	36 requests	70	5	5	5	5	
	PI 3. No. of administrative/ committee meetings attended and/or facilitated	Admin. and Facilitative Services	9 meetings	39	5	5	5	5	
	PI 5. No. of PPMPs/PRs reviewed and signed	Admin. and Facilitative Services	6 PPMPs/PRs	17	5	5	5	5	
LS GASS 3 Student Assistantship Management Services	PI. 1.1 No. of student assistant/s applications reviewed and signed	Admin. and Facilitative Services	10 student assistants	17	5	4	4	4.33	
LSGASS 4 Income Generating Services	PI. 2. a. Income generated	Admin. and Facilitative Services	P400,000.00	P 666,532.00	5	5	5	5	

	b. Number of Annual STF/IGP prepared and submitted	Admin. and Facilitative Services	1 STF/IGP annual report	1 Annual Report	5	4	5	4.67	
Total Over-all Rating					115.01				
Average Rating					4.60				
Adjectival Rating					0				

Average Rating (Total Over-all rating divided by)	4.60
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.60
ADJECTIVAL RATING	0

Comments & Recommendations for Development Purpose:

Consider pursuing continuous learning through attendance at conferences, workshops, and relevant courses. Participate actively in professional associations and facilitating networking with other libraries that might broaden your perspective.

Evaluated & Rated by:


ALELI A. VILLOCINO

Dept./Unit Head

Date:

22 JAN 2024

Approved by:


ALELI A. VILLOCINO

VP for Student Affairs and Services

Date:

25 JAN 2024

1 – Quality 2 – Efficiency 3 – Timeliness

4 – Average

Exhibit I

PERFORMANCE MONITORING FORM


Name of Employee: VICENTE A. GILOS

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	Manages the University Library and VHIS Library	100% accomplished	July 2023	December 29, 2023	December 29, 2023	Very impressive	Outstanding	
2	Finalizes and reviews the Collected supporting documents for COPC	100% accomplished	July 2023	December 29, 2023	December 29, 2023	Very impressive	Outstanding	
3	Monitors performance, the managing parameters. Reviews and updates policies of the Library Management System (Destiny Library Manager)	100% accomplished	July 2023	December 29, 2023	December 29, 2023	Very impressive	Outstanding	
4	Reviews and approves requests, appeals, travel requests of library staff	100% accomplished	July 2023	December 29, 2023	December 29, 2023	Very impressive	Outstanding	

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

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

Prepared by:


ALELI A. VILLOCINO
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY - DECEMBER 2023


Name of Staff: **VICENTE A. GILOS** Position: **COLLEGE LIBRARIAN IV**

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	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	58				
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	24				
Average Score	4.82				
Overall recommendation	:				


ALELI A. VILLOCINO
 Printed Name and Signature
 VP for SAS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **VICENTE A. GILOS**
Performance Rating: JULY – DECEMBER 2023

Aim:
Proposed Interventions to Improve Performance:

Date: DECEMBER 2023 Target Date: JANUARY 2024

First Step:

Result:

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Continuous updating through training, seminars and conferences attendance on the latest trends of Library and Information Science and Management is suggested.

He may consider pursuing a doctorate degree.

Prepared by:


ALELI A. VILLOCINO
VP-Student Affairs and Services

Conforme:


VICENTE A. GILOS
Name of Ratee Faculty/Staff