OFFICE OF THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION
Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: +63 053 563 7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: FORNES, MERCEDES V.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.3	70%	3.01
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.5	30%	1.05
TOTAL NUMERICAL RATING			**4.06**

TOTAL NUMERICAL RATING: 4.06
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING   4.06

ADJECTIVAL RATING: "VS"

Prepared by: Reviewed by:

CRISILDA MARIE C. ROBLE   **VICENTE A. GILOS**
Name of Staff   Department/Office Head

Approved:

ALELI A. VILLOCINO
Vice President – Students Affairs
And Services

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge
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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>MERCEDES V. FORNES</u>, 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 <u>July</u> to <u>December 2021.</u>

MERCEDES V. FORNES	Approved:	**VICENTE A. GILOS**
Ratee		Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
OCLMFO 3 **Technical Services**	PI 1.2 Number of library materials accessioned	Technical work	200	275	5	4	4	4.33	
	PI 1.3 Number of books undergone mechanical processing such as putting property seal, covering and putting book accessories/labelling/ painting/relabeling	Technical work	250	285	5	4	4	4.33	
	PI 1.4 No. of books provided with shelflist card	Technical work	100	135	5	5	4	4.67	

	PI 3.3 Number of library materials provided with RFID	Technical work	250	280	4	5	4	4.33	
	PI 5.1 Number of documents printed and/or photocopied	Technical work	30	47	4	4	4	4	
	PI 8.1 Number of hours spent in doing inventory	Technical work	N/A	N/A					For the month of August
	P1 8.2 Number of hours spent in doing shelf reading and shelving	Technical work	40	65	5	4	4	4.33	

Average Rating (Total Over-all rating divided by 4	25.99	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.33	
ADJECTIVAL RATING	"VS"	

Comments & Recommendations for Development Purpose:
Attend seminar/webinars/trainings regarding technical services.

Evaluated & Rated by:

VICENTE A. GILOS
Dept./Unit Head

Date:_____

Approved by:

ALELI A. VILLOCINO
VP for Student Affairs and Services

Date:_____

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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Fornes, Mercedes V.

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	Accessions books	200	July 2021	December 30, 2021	December 30, 2021	Impressive	Very good	
2	Does the mechanical processing of books	250	July 2021	December 30, 2021	December 30, 2021	Impressive	Very good	
3	Prepares shelf list cards	100	July 2021	December 30, 2021	December 30, 2021	Impressive	Very good	
4	Prints documents needed for accreditations	30	July 2021	December 30, 2021	December 30, 2021	Impressive	Very good	

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

___VICENTE A. GILOS___
Unit Head

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021
Name of Staff: FORNES, MERCEDES   Position: ADMIN. 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 (*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

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	Total Score		42			
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		**3.5**			

Overall recommendation :

_____

VICENTE A. GILOS
Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mercedes M. Fornes
Performance Rating: _____

Aim:

Proposed Interventions to Improve Performance:

Date: JULY 2021   Target Date: DECEMBER 2021

First Step:
 Her assignments at the Technical Section Demands skills on world processing and spread sheets. The technical librarian mentors her on the use of computer to do word processing and using MS Excel.

Result:
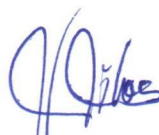 She is improving.

Date: _____   Target Date: _____

Next Step:
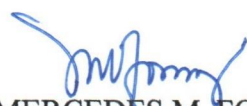
Outcome:_____

Final Step/Recommendation: A webinar on the use of MS Excel is needed for her to improve her outputs.

Prepared by:

VICENTE A. GILOS
Unit Head

Conforme:

MERCEDES M. FORNES
Name of Ratee Faculty/Staff