

## Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF  
JULY TO DECEMBER 2016**

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

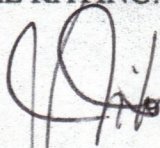
Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	$4.72 \times .70$	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	$4.33 \times .30$	1.29
<b>TOTAL NUMERICAL RATING</b>			<b>4.59</b>

TOTAL NUMERICAL RATING: 4.59

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

ADJECTIVAL RATING: "VS"


Prepared by: 

**VICENTE A. GILOS**  
Name of Staff

Reviewed by:

  
**ANDREI D. PARDALES**  
Department/Office Head

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
President *sch*



## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, VICENTE A. GILOS, of the Visayas State University commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period JULY to DECEMBER 2016.

VICENTE A. GILOS  
Ratee

Approved:

ANDRELI D. PARDALES  
Head of Unit

MFO NO.	MFO & PAP's	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q1	E2	T3	A4	
UMFO 2 HIGHER EDUCATION SERVICES										
LIBMFO 2	Student Management Services	PI 2 No. of student assistants interviewed, trained and deployed to different units	Frontline Services	10	9	5	4	4	4.33	No. of Student assistants reduced due to hiring of 10 JOs
UMFO 5 SUPPORT TO OPERATIONS (STO)										
LIBMFO 5 Library Services		PI1. Percentage increase in the number of resources acquired and made available to students. Faculty, staff and researchers								
		PI1 A. No. of damaged book pulled out for repair	Technical Services	60 books	70 books	5	4	4.5	4.5	
		B. No. of hours spent in shelf reading	Technical Services	90 hours	120 hours	4	5	4.5	4.5	
		C. Unpublished materials catalogued and classified	Technical Services	102unpublished materials	117 unpublished materials	4	4.5	5	4.5	Target barely met due to transferring of materials
		E. Number books encoded to Destiny Library Management System	Technical Services	50 books	60 books	4	5	4.5	4.5	
		F. Number of barcodes pasted to books	Technical Services	50 barcodes	60 barcodes	5	4.5	5	4.83	
		G. Monthly changing of password and Wifi configuration completed	Technical Services	100%	100%	5	5	4.5	4.83	
		H. Number of subject bibliographies prepared and/or edited for AACCUP or other purposes	Technical Services	4 subject bibliographies	8 subject bibliographies	5	5	5	5	
	Library	PI2 Percentage increase in the number of								



	<b>services</b>	students, faculty, staff & researchers availing of the Library facilities, services & resources								
		PI 2 A. No. of clients given reference/information services	Reader's Services	600 clients-students, faculty, staff and walk-in researchers	995	4	4.5	5	4.5	
		B. Books charged/discharged	Reader's Services	1024 books	1569 books	4	5	4.5	4.5	
		B. Daily statistics of book loaned out and in-house prepared	Reader's Services	No error	No error					
		C. Number of hours spent at the Circulation Unit during Special Duties	Readers' Services	60 hours	120 hours	5	5	4.5	4.83	
	<b>Library Services</b>	PI 3 Number of Best practices on students services implemented								
		PI 3 A. No. of hours spent in completing instruction	Best practices	4 hours	4 hours	5	5	5	5	
		B. Reader's Advisory	Best Practices	0 complaints from clients	0 complaint	5	4.5	5	4.83	
		C. Number of hours given for Extension Library Service as AACUP Internal Accreditor	Best Practices	8 hours	32 hours	5	5	5	5	
		D. Recall of due and overdue books-Paperless through SMS	Best Practices	0 complaint from clients	0 complaint	4	5	5	4.6	
<b>UMFO 6 – GENERAL ADMINISTRATIVE SUPPORT SERVICES</b>										
LIBMFO	Administrative and Facilitative Services	PI 5 A. No. of staff and students cleared (clearance)	Frontline Services	125	195	4	5	5	4.6	
		B. No. of documents, i.e. JO payrolls, overdue notices and applications for borrowers card signed	Frontline Services	100 documents	189 documents	5	4.5	5	4.83	
		C. No. hours spent in meetings/workshop/conferences attended	Frontline Services	16 hours	56 hours	5	5	5	5	
		D. No. hours spent to supervise 10 Job Order Workers to transfer books, facilities and equipment to new library			136 hours	5	5	4	4.6	
		E. Number of hours spent in planning and supervising to arrange library books, equipment and facilities			68 hours	5	5	5	5	
LIBMFO	Efficient and	PI 1 Zero percent complaint from clients served	Queries of walk-in	0 complaint	0 complaint	5	5	5	5	

99.28/21

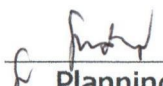
4.72

2	Customer-friendly frontline services		clients responded to accurately and efficiently.							
<b>UMFO 8 Development Broadcasting &amp; Communication Services</b>										
	Repository Services	PI9. A. No. of softcopy of theses proof-read, checked and received	Technical Services	30 e-theses						Target <del>not</del> , met due to transferrin g of materials
	<b>Total Over- all Rating</b>									3.72


Average Rating (Total Over-all rating divided by 19)		
Additional Points:		
Punctuality		
Approved Additional points		
FINAL RATING	4.72	
ADJECTIVE RATING	"O"	

Comments & Recommendations for  
Development Purpose:


Received by:

  
Planning Office  
Date: \_\_\_\_\_


Calibrated by:

  
REMBERTO A. PATINDOL  
PMT  
Date: \_\_\_\_\_

Recommending  
Approval:

  
BEATRIZ S. BELONIAS  
Vice President  
Date: \_\_\_\_\_

Approved by:

  
EDGARDO E. TULIN  
President  
Date: \_\_\_\_\_

- 1- Quality
- 2- Effectiveness
- 3- Timeliness
- 4- Average



## Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2016

Name of Staff: VICENTE A. GILOS

**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	
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1	
3. 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	
4. 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	
5. Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1	
7. 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	
8. 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	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1	
10. Willing to be trained and developed	5	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	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					72
Average Score					4.4

4.8

Overall recommendation : \_\_\_\_\_

  
**ANDRELI D. PARDALES**  
 Name of Head

7x5 = 35  
 10x4 = 40  
 75