COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINSTRATIVE STAFF
(VSU UNIVERSITY LIBRARY)
July to December 2018

Name of Administrative Staff: MERCEDES V. FORNES – Administrative Aide-III

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.58	4.58 X .70%	3.20
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	2.83	2.83 X .30%	0.84
TOTAL NUMERICAL RATING			**4.04**

TOTAL NUMERICAL RATING: 4.04
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: "VS"

Prepared by: Reviewed by:

MERCEDES V. FORNES   **ANDRELI D. PARDALES**
Name of Staff   Department/Office Head

Approved:

BEATRIZ S. BELONIAS
VP – Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MERCEDES V. FORNES** 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 JULY – DECEMBER 2018

MERCEDES V. FORNES
Ratee

Approved:

ANDRELI D. PARDALES
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2018 Target	Actual Accomplishment	Q¹	E²	T³	A⁴	Remarks
UMFO 5	**Support to Operations (STO)**									
LIBMFO 5	**Library Services**	PI 1 Percentage increase in the number of resources acquired and made available to students, faculty, staff and researchers								
		PI1.1 Number of articles clipped	Technical Services	75 articles	88 articles	5	4.5	4.5	4.66	
		PI1.2 Number of books labeled	Technical Services	50 volumes	75 volumes	4	4.5	4.5	4.33	
		PI1.3 Number of books relabeled	Technical Services	175 volumes	175 volumes	5	4.5	4.5	4.66	
		PI1.4 Number of hours spent doing annual inventory	Technical Services	160 hrs. (4 weeks)	185 hrs. (4 weeks)	5	4.5	4.5	4.66	
		PI1.5 Number of hours spent shelving books daily	Technical Services	30 minutes daily	1 hour daily	4	4.5	5	4.5	
	Library Service	PI2 Percentage increase in the number of students, faculty, staff & researchers availing of the Library facilities, services & resources								
		PI2.1 Number of hours spent at Serials/General Reference Units during Special duties	Readers' Services	100 hours	135 hours	5	4.5	4.5	4.66	
		PI2.2 Number of researchers given friendly and accurate information / reference	Readers' Services	45 researchers	78 researchers	5	4	4	4.33	
UMFO 6- GENERAL ADMINISTRATIVE SUPPORT SERVICES										
LIBMFO 1	**Administrative and Facilitative Services**	**PI5 Number of frontline academic services monitored and ensured to be costumer friendly & efficient and citizens charter posted conspicuously**								

						5	4.5	5	4.85	
		PI5.1 Number pages (COR, TOR, Books, etc.) photocopied	Frontline services	215 copies photocopied	245 copies photocopied	5	4.5	5	4.85	
		PI5.2 Number of certified true copy of TOR and COR signed	Frontline services	45 signed	80 signed	4.5	4.5	4.5	4.5	
LIBMFO 2	**Efficient and Customer-friendly Assistance**	**PI1 Efficient and customer-friendly frontline services**								
		Queries of walk-in clients responded to accurately and efficiently	Frontline services	100%	100%	5	4.5	4.5	4.66	
		TOTAL OVER-ALL RATING	45.81							

Total Over-all Rating		
Average Rating (Total Over-all rating divided by 13)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.58	
ADJECTIVAL RATING	"VS"	

Comments & Recommendations for Development Purpose:

She needs to adjust to work assignments / charges and to immediate supervisor.

Evaluated & Rated by:

ANDRELI D. PARDALES
Chief Librarian

Date:_____

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

Approved by:

BEATRIZ S. BELONIAS
VP – Instruction

Date:_____

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: JULY-DECEMBER 2018

Name of Staff: MERCEDES V. FORNES   Position: ADM. 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. Demonstrate sensitivity to client's needs and makes the latters' 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 works 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 function 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 practices 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

	5	4	3	2	1
Total Score					
B. Leadership & Management (*For supervisors only to be rated by higher supervisor*)	5	4	3	2	1
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. Innovated 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 units.	5	4	3	2	1
Total Score	34 / 12				
Average Score	2.83				

Overall Recommendation : _____

ANDRELI D. PARDALES
Name of Head

Exhibit I

PERFORMANCE MONITORING FORM
JULY – DECEMBER 2018

Name of Employee: FORNES, MERCEDES

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	Render duties at the HS Library	Report as clerk at VLHS	Dec. 2018	As long as needed	Dec. 2018	VS	VS	
2								
3								
4								

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

Prepared by:

ANDRELI D. PARDALES
Chief Librarian

Exhibit L

EMPLOYEE DEVELOPMENT PLAN
July – December 2018

Name of Employee: FORNES, MERCEDES V.
Performance Rating: _____

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date:_____

First Step: Re – assigned to another unit _____
_____
_____

Result: Changed responsibility _____
_____
_____

Date: _____ Target Date: _____

Next Step: _____
_____
_____

Outcome:_____

Final Step/Recommendation:

_____

Prepared by:

ANDRELI D. PARDALES
Unit Head

Conforme:

MERCEDES V. FORNES
Name of Ratee Faculty / Staff