

Annex P

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

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 | 4.86 | $4.86 \times .70$ | 3.40 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.64 | $4.64 \times .30$ | 1.39 |
| TOTAL NUMERICAL RATING | | | 4.79 |

TOTAL NUMERICAL RATING: 4.79

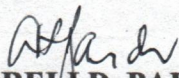
Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: "0"

Prepared by:

Reviewed by:

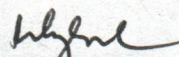

ANDRELI D. PARDALES
Name of Staff *OK 11/14/17*


BEATRIZ S. BELONIAS
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President *pd*

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANDRELI D. PARDALES, Head 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 2016.

ANDRELI D. PARDALES

Rated

Approved: BEATRIZ S. BELONIAS

Head of Unit

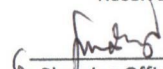
| MFO NO. | MFOs/PAPs | Success Indicators | Task Assigned | 2016 Target | Actual Accomplishment | Rating | | | | Remarks |
|------------------------------------|-----------------------------|--|----------------|--|--|----------------|----------------|----------------|----------------|---------|
| | | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| UMFO 2 Higher Education Services | | | | | | | | | | |
| LIBMFO 2 | Student Management Services | PI3 Percentage of students who availed of student assistantship at the library Number of student assistants interviewed and applications signed | Technical Work | 10 | 14 student assistants | 4.5 | 4.5 | 5 | 4.83 | |
| 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 | | | | | | | | |
| | | A. Number of clients given references/information | Technical Work | 35 clients given references/information services | 86 clients given references/information services | 4.5 | 5 | 5 | 4.83 | |

| | | | | | | | | | | |
|--|--|--|--------------------|---|---|-----|-----|-----|------|--|
| | | B. Percentage of students using library resources | Technical work | 90% of students | 100% of students | 5 | 4.5 | 4.5 | 4.83 | |
| | | C. Number of hours spent for annual inventory and housekeeping | Reader's Services | | | | | | | (Inventory is only done during summer term only) |
| | | P12 Number of best library practices introduced which increase demand to avail of Library Services | Readers' Services | 6 best practices | 8 best practices | 4.5 | 5 | 5 | 4.83 | |
| | | P12 Percentage increase in the number of students, faculty, staff & researchers availing of the Library facilities, services & resources | | | | | | | | |
| | | A. Percentage of freshmen and transferees given orientation to Library Services | Readers' Services | 100 Senior High school students given orientation | 243 senior high school students given orientation | 5 | 5 | 5 | 5 | |
| | | B. Percentage of students given instruction to Library Information resources and citation | Readers' Services | 32 students given instruction to Library Information resources and citation | 86 students given instruction to Library Information resources and citation | 4.5 | 5 | 5 | 4.83 | |
| | | C. Number of hours given for extension of library services AACCUP standards Number of hours in preparing documents Deadline of Theses submission | Technical Services | 20 hours 13 hours | 52 hours 25 hours | 5 | 5 | 5 | 5 | During graduation only |
| | | D. Number of issues of New Acquisitions List reviewed and edited | Technical Services | 1 issue | 2 issues | 4.5 | 4.5 | 5 | 4.83 | |

| | | | | | | | | | | |
|--|---|---|----------------|---|--|-----|-----|-----|------|--|
| | | E. Preparation and edited Bibliographies for: a. Accreditation b. Curriculum Management | Technical work | 100% complied | 100% complied | 5 | 5 | 4.5 | 4.83 | |
| | | F. Newsletter Number of issues reviewed and contributed article/s | Technical work | 1 issue | 2 issues | 5 | 5 | 5 | 5 | |
| | | G. Percentage of current awareness bulletin displays conceptualized and prepared | Technical work | 8 months | 8 months | 4.5 | 4.5 | 4.5 | 4.5 | |
| | | PI3 Number of best practices on students services implemented | | 6 best practices | 8 best practices | 5 | 5 | 5 | 5 | |
| 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 | Technical work | 6 units | 6 units | 4.5 | 4.5 | 4.5 | 4.5 | |
| | | a. Number of library staff supervised and evaluated | Technical work | 18 staff | 30 (20 library staff and 10 job orders for two months) | 5 | 5 | 5 | 5 | |
| | | b. Number of vouchers, AREs, monthly reports of project, purchase requests of books ,journals and other library materials, DTRs, leave applications, OPCRs and IPCRs signed | Technical work | 285 documents signed | 583 documents signed | 5 | 5 | 5 | 5 | |
| | | c. Number of meetings, workshops, conferences attended | Technical work | 8 meetings, workshops, conferences attended | 20 meetings, workshops, conferences attended | 5 | 5 | 5 | 5 | |
| | Income Generating Services | PI1 10% increase of income generated to support University Projects | Technical work | ₱50,000.00 | ₱90,277.50 | 5 | 5 | 5 | 5 | |
| LIBMFO 2 | Efficient and Customer-friendly Assistance | PI1 Efficient and customer-friendly frontline services | Technical Work | 0 complaint from client services | 0 complaint from client | 5 | 5 | 5 | 5 | |

| | | | | | | | | | | |
|--|-------------------|------|--|--|--|--|--|--|--|--|
| | TOTAL OVERALL | 4.86 | | | | | | | | |
| | Average Rating | | | | | | | | | |
| | Adjectival Rating | "O" | | | | | | | | |


Received by:


 Planning Office

Date: _____

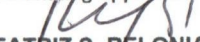
- 1 – Quality
- 2 – Efficiency
- 3 – Timeliness
- 4 – Average

Calibrated by:


REMBERTO A. PATINDOL
 PMT

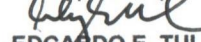
Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS
 Vice President

Date: _____

Approved by:


EDGARDO E. TULIN
 President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2016

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. | 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 | | | | | |
|--|---|---|---|---|-------|
| B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>) | | | | | 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 | | | | | |

Overall recommendation :


BEATRIZ S. BELONIAS
 Name of Head