



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **JOVELYN H. MABUAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.65	70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.71	30%	1.41
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:

OUTSTANDING

Prepared by:

JANSEL JOI C. VILLAS
Administrative Aide IV

Reviewed by:

VICENTE A. GILOS
Chief Librarian

Approved:

ALELI A. VILLOCINO
Vice President for SAS



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOVELYN H. MABUAN** of the **University Learning Commons (Library)** committed to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to June 2024**.

JOVELYN H. MABUAN

Ratee

23 JUL 2024

Approved:

VICENTE A. GILOS

Head of Unit

25 JUL 2024

MFOs/PAPs	Success Indicators	Task Assigned	Target January - December 2024	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1 WORLD CLASS EDUCATION									
VSAS MFO1.1 Efficient and Effective Library Services									
LS 2 Technical Services	PI 1. Number of library materials cataloged and classified	Cataloguing and classification	50	55	5	5	4	4.67	
	PI 2. Number of Library materials recorded to accession book	Accessioning process	50	55	5	5	4	4.67	
	PI 3. Number of shelflist/ inventory card prepared and generated	Cataloging process	50	55	5	5	4	4.67	
	PI 4. Number of Journals/Magazines monitored and verified	Serials collection management	4						July - December 2024
	PI 5. Number of Junior/Senior High theses/ manuscripts, etc. received and verified	Collection development	3	10	5	5	5	5	
	PI 6. Number hour spent in physical inventory of library materials	Inventory of library collection	198						Conducted in July 2024
	PI 7. Number of Library Materials pulled out for repair/ Weed out/ Waste, etc.	Collection management							Done during inventory
	PI 8. Number of social media/group page maintained/ updated.	Social media engagement	1	2	4	5	5	4.67	

[illegible]

LS GASS 1 Frontline Services	PI 1. Efficiency and customer-friendly frontline services: Zero percent of complaints from clients served	Customer service	0% Complaint	0% Complaint	5	5	5	5	
OVPSAS STO 2.4. Percentage of administrative services and financial/ administrative documents acted within time frame									
	PI 1. Number of units managed and supervised daily	Library management	1	1 (IHS Lib)	5	5	5	5	
	PI 2. Number of official documents filled-up/ prepared and submitted (e.g. SALN, IPCR, etc.)	Document processing	6	5	5	5	4	4.67	
	PI 3. Number of JO evaluation/ rating form filled up for contract renewal	Performance evaluation	2	1	4	5	4	4.33	
	PI 4. Number of letter/ Job request, prepared and submitted for approval	Document processing	3	4	4	5	5	4.67	
	PI 5. Number of Daily Time Records (DTR), accomplishment reviewed and signed	Time and attendance management	24	15	3	4	4	3.67	
	PI 6. Number of PPMP/PR created and submitted	Procurement preparation	3	7	5	5	4	4.67	
	PI 7. Number materials check/ searched online and local suppliers for confirmation of current price in the market.	Market research	20	41	5	5	4	4.67	
	PI 8. Number of new materials inputted to SPPMIS for stocks updates	PPM stocks management	20	15	5	4	5	4.67	
	PI 9. Number of Clearances countersigned/ Signed	Accountability confirmation	400	609	5	5	5	5	
	Number of AVR reservation verified and signed	Reservation confirmation	-	72	5	5	5	5	*Added
	Number of appointment signed as OIC	Library management	-	3	4	4	4	4	*Added
	Number of request approved as TWG	Procurement preparation	-	2	4	5	5	4.67	*Added
Student Assistantship Management Services	PI 1. Number of Student Assistant supervised, trained, given orientation and instruction for duties and responsibilities	Support staff management	2	3	5	4	5	4.67	
Income Generating Services	PI 1. Number of IHS manuscripts submitted for binding directed	Collection development	30						January - December 2024

	PI 2. Total amount of overdue fines and printing remitted.	Financial transactions	3,000.00	8,593.00	5	5	4	4.67	
	PI 3. Number of official receipts issued during the submission of theses/ dissertations/ manuscripts	Financial transactions	50	150	5	5	5	5	
	Total amount of payment of manuscripts for binding received and remitted	Financial transactions	-	30,750.00	4	5	5	4.67	*Added
OVPSAS ST0 2.12 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit									
	PI 1. Percentage of 5S implementation at the workplace	ISO quality management	95%	98%	4	5	5	4.67	
Total Over-all Rating	144.06								

Average Rating (Total Over-all rating divided by 31)	4.65	Comments & Recommendation for Development Purposes: She is dependable and shows a strong commitment to her role as a high school librarian.
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.65	
ADJECTIVAL RATING	0	

Evaluated & Rated by:

VICENTE A. GILOS

Dept/Unit Head

Date: 25 JUL 2024

Approved by:

ALELI A. VILLOCINO

Vice President for SAS

Date: JUL 29 2024

PERFORMANCE MONITORING FORM

Name of Employee: **JOVELYN H. MABUAN**

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	Choose and obtain relevant resources for the library.	50 Volumes	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Very impressive	Outstanding	
2	Organize and prepare newly acquired materials for use by students and staff.	98% efficiently organized	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Very impressive	Outstanding	
3	Provide effective assistance and resources for reference and reading needs.	100 satisfied patrons	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Very impressive	Outstanding	
4	Compile and maintain bibliographic listings for stakeholder information and accreditation purposes.	100% complied	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Very impressive	Outstanding	
5	Prepare necessary documentation for AACCUP accreditation, particularly for Parameter B.	100% complied	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Very impressive	Outstanding	
6	Oversee, guide, and support HS library staff in their professional development.	98% efficiently managed	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Very impressive	Outstanding	

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

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

Prepared by:


VICENTE A. GILOS
 Chief Librarian

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOVELYN H. MABUAN**
Performance Rating: **JANUARY - JUNE 2024**

Aim: _____

Proposed Interventions to Improve Performance:

Date: **JANUARY 2024** Target Date: **JUNE 2024**

First Step: Training on the Advanced Record Management to improve her record
management

Result:

Date: **JULY 2024** Target Date: **DECEMBER 2024**

Next Step: Attendance to seminars on Library and Information Science to keep with the
Librarianship. Training on the conduct of AACCUP accreditation is suggested.

Outcome: _____

Final Step/Recommendation:

Prepared by:


VICENTE A. GILOS
Chief Librarian

Conforme:


JOVELYN H. MABUAN



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY-JUNE 2024**

Name of Staff: **JOVELYN H. MABUAN**

Position: **COLLEGE LIBRARIAN II**

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		56				
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		24				
Average Score		4.71				
Overall recommendation:						


VICENTE A. GILOS
 Immediate Supervisor