



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.71	30%	1.41
TOTAL NUMERICAL RATING			4.68

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4.68

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.68

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

JANSEL JOI C. VILLAS
Administrative Aide IV

Reviewed by:

ALELI A. VILLOCINO
Vice President for SAS

Approved:

ALELI A. VILLOCINO
Vice President for SAS



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **VICENTE A. GILOS** of **UNIVERSITY LEARNING COMMONS (LIBRARY)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2024.

VICENTE A. GILOS
Ratee
23 JUL 2024

ALELI A. VILLOCINO
Vice President for Student Affairs and Services
JUL 25 2024

MFO NO.	MFO & PAPs	Success Indicators	Tasks Assigned	Target January - December 2024	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 1. WORLD CLASS EDUCATION										
VSAS MFO 1.1 Efficient and Effective Library Services										
LS 1	Library Administration	PI 1. Staffing: Number of College Librarian vacant position filled up.	Personnel Management	1 College Librarian	2	5	5	5	5	
		PI 2. Number of Laptop unit to be followed up for purchase	Personnel Management	1 follow-up letter						July - December 2024
		PI 3. Number of air-conditioning units to be followed up for installation	Resource Management	1 follow-up letter	2	5	5	5	5	
		PI 4. Number of drafts made for Library Manual/ Handbook revision to fit the recent Library Technological changes, services, trends and patron needs.	Handbook/ Manual revision	1 draft						July - December 2024
LS 2	Technical Services	PI 1. No. of bibliographic entries in DLM reviewed, edited, and updated.	DLM Data Validation	50 entries	115	5	5	5	5	
		PI 8. Number of hours spent in monitoring performance, managing parameters,	System Administration	40 hours	48	5	5	4	4.67	

		reviewing and updating policies in the Library Management/ System (Destiny Library Manager)								
LS 3	Reader's Services	PI 1. No. of online/ onsite references queries responded	Reference Service	20 queries	49	5	5	4	4.67	
LS 5	Programs/ Trainings and Activities	PI 1. Number of activities, programs attended/assisted/facilitated	Library Management	12 activities, meetings, etc.	12	3	3	3	3	
		PI 2. Number of trainings/ webinars attended/ facilitated	Professional Development	2 trainings	5	5	5	4	4.67	
VSAS MFO 1.3 Linkages forged and maintained										
	Linkages	Pi 2. No. of MOU, MOA established	Networking	1 MOU/ MOA	1	5	5	5	5	
VSAS MFO 2.1 Efficient and effective delivery of quality procedure										
	Support to Quality Assurance, Program and Institutional Accreditation Services	PI 1.1 No. of sets of supporting documents prepared for AACUP, RQT, COPC. Etc. Survey	Quality Assurance Support	95%	98%	5	5	4	4.67	
		PI 1.2 No. of PPP prepared for AREA VII during AACUP Visits	Quality Assurance Support	1 PPP	4 PPS	5	5	5	5	
		PI 1.3 No. of Compliance Report of previous recommendations made during AACUP Visits	Quality Assurance Support	1 Compliance Report	4 Compliance Report	5	5	5	5	
		PI 2. No. of bibliographies prepared	Bibliographic support	1 bibliography	1	3	3	3	3	
		PI 3. Number of technical/ expert services provided/ rendered i.e., acting as evaluator, internal Quality Assurance auditor/ accreditor.	Quality Assurance Engagement	1	4	5	5	5	5	
VSAS MFO 3.1 Efficient and effective conduct of student support activities										
		PI 3 No. of Library On-boarding or instructions conducted	Library instruction	2 sessions						July - December 2024

UMFO 2. General Administration and Support Services										
OVPSAS STO 2.2. Percentage of documents and records received and systematically filed and recorded within the day of receipt										
		Number of correspondence/letter requests/documents received and responded.	Correspondence management	100 documents	100 documents	5	5	5	5	
OVPSAS STO 2.3. Percentage of clients served that rated the services rendered at least very satisfactory or higher										
	Frontline Services	PI 1. Efficient & customer-friendly frontline services: Zero percent of complaints from clients served	Customer Service	0% complaint	0% complaint	5	5	4	4.67	
OVPSAS STO 2.4. Percentage of Administrative services and financial/administrative documents acted within time frame										
		PI 1. Number of Sections supervised, monitored, and coordinated efficiently.	Library management	3 sections	3 sections	5	4	5	4.67	
		PI 2. Number of official documents prepared, issued, acknowledged, signed, authenticated and inspected	Document management	1000 official documents	2,331	5	5	5	5	
		PI 5. Number of PPMP/ PR reviewed and signed	Procurement preparations	10 PPMPs / PRs	20	5	5	5	5	
	Student Assistantship Management Services	PI 1. Number of Student Assistants Application approved	Personnel Management	10 Student Assistants	11	4	4	4	4	
	Income Generating Services	PI 2. Income generated in peso	Income generation	₱400,000.00	P491,814.00	5	5	5	5	
OVPSAS STO 2.5 No. of council/board/committee assignments served/functions performed										
		PI 3. Number of committee meetings attended and/ or facilitated	Committee Involvement	6 meetings	8 meetings	5	5	5	5	
OVPSAS STO 2.6 No. of unit heads/ staff meetings presided										
		Number of meetings attended and/ or presided	Staff Meeting	10 meetings	7 meetings	5	5	4	4.67	

OVPSAS ST0 2.8 Number of quality procedure revised/updated/registered at the Quality Assurance Center										
		PI 1. No. of quality assurance prepared, reviewed and/or revised	ISO Quality Management	6	6	5	5	4	4.67	
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%	97%	5	4	5	4.67	
OVPSAS ST0 3: Innovations and new Best Practices Development Services										
		PI 1. Number of new systems/innovations/proposal introduced and/or implemented	Best practices	1						July - December 2024
	Total Overall Rating	112.03								
	Average Rating	4.67								
	Adjectival Rating	0								

Average Rating (Total Over-all rating divided by 24)	4.67	Comments & Recommendations for Development Purposes: He should focus on identifying key tasks that can be delegated to capable team members, allowing him to concentrate on higher-level strategic responsibilities. This will also help develop his team's leadership skills and build a culture of trust and empowerment.
Additional Points:		
Punctuality		
Approved Additional Points		
FINAL RATING	4.67	
ADJECTIVAL RATING	0	

Evaluated & rated by:

Approved by:


ALELI A. VILLOCINO
 VP – Student Affairs and Service
 Date: JUL 25 2024


ALELI A. VILLOCINO
 VP – Student Affairs and Services
 Date: JUL 25 2024

PERFORMANCE MONITORING FORM

Name of Employee: **VICENTE A. GILOS**

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	Manages the University Library and VSU-IHS Library.	100% accomplished	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Very Impressive	Outstanding	
2	Finalizes and reviews and Collects supporting documents for COPC.	100% accomplished	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Very Impressive	Outstanding	
3	Monitors performance, the managing parameters. Reviews and updates policies of the Library Management System (Destiny Library Manager).	100% accomplished	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Very Impressive	Outstanding	
4	Reviews and approves requests, appeals, travel requests of library staff.	100% accomplished	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


ALELI A. VILLOCINO
 VP for SAS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **VICENTE A. GILOS**
Performance Rating: **JANUARY - JUNE 2024**

Aim: _____

Proposed Interventions to Improve Performance:

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

First Step:

Result:

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

Next Step:

Outcome: _____

Final Step/Recommendation:

Continuous updating through trainings, seminars, and conferences attendance on the latest trends of Library and Information Science and Management is suggested.

Prepared by:


ALELI A. VILLOCINO
VP for SAS

Conforme:


VICENTE A. GILOS



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY-JUNE 2024**

Name of Staff: **VICENTE A. GILOS** Position: **COLLEGE LIBRARIAN IV**

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		57				
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		23				
Average Score		4.71				
Overall recommendation:						


ALELI A. VILLOCINO
 Vice President for SAS