

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(VSU UNIVERSITY LIBRARY)
July to December 2017**

Name of Administrative Staff: MARIA AGNES P. HERMANO – Administrative Aide-IV

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	X .70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.83	X .30%	1.14
TOTAL NUMERICAL RATING			4.56

TOTAL NUMERICAL RATING: 4.56

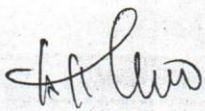
Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING:

ADJECTIVAL RATING: VS

Prepared by:

Reviewed by:

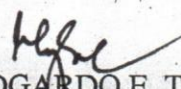

MARIA AGNES P. HERMANO
Name of Staff


ANDRELI D. PARDALES
Department/Office Head *due 1/20/18*

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
VSU-President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA AGNES P. HERMANO** 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 to December 2017

MARIA AGNES P. HERMANO
Ratee

Approved:

ANDRELI D. PARDALES
Head of Unit *de police*

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2017 Target	Actual Accomplishment	Rating				Remarks
						Q1	E2	T3	A4	
UMFO 5	Support to Operations (STO)									
LIBMFO 3	Faculty Evaluation Services									
UFMO 6	General Administration and Support Services (GASS)									
LIBMFO 2	Efficient and Customer-friendly assistance	PI 1 Efficient and customer-friendly frontline service	Secretariat work	0 Complaint from client	0 complaint from client	5	5	5	5	
	Technical Services	PI 2 No. of communications/notices/acknowledgement letters for books and other donations		75 communications/notice s/acknowledgment letter	communications/notice s/Acknowledgment Letter	5	4.5	5	4.83	
		PI 3 Number of Official Receipts, Binding Orders and Acknowledgement Receipt issued		280 OR, Binding Order and Acknowledgment Receipt	280 OR, Binding Order and Acknowledgment Receipt	4.5	5	5	4.83	
		PI 4 Number of Official Receipts checked, cash counted and remitted to Cash Division		280 Official Receipt	280 Official Receipt	4.6	4.6	4.5	4.56	
		PI 5 Number of official documents prepared: Purchase Requests Vouchers Leave applications Travel documents Monthly report of project sales Job requests Inspection Reports with Sales Invoice ARE's prepared		10 PR 10 Vouchers 16 Leave applications 7 Travel 6 Sales report 18 Job Request 8 Inspection Report 49 ARE's	30 PR 25 Vouchers 28 Leave applications 9 travels 6 Sales Report 21 Job Request 20 Inspection Reports 201 ARE	5	5	5	5	
		PI 6 Number of IPCR prepared with attachments: Annex O, Annex P and Exhibit L		36 IPCR, Annex O, Annex P and Exhibit L	36 IPCR, Annex O, Annex P and Exhibit L	5	5	5	5	

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2017

Name of Staff: MARIA AGNES P. HERMANO

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.

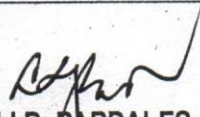
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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	
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	

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2183

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						
Average Score						

Overall recommendation : _____


ANDRELI D. PARDALES
Name of Head *che 11/20/18*