

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF**

JANUARY-JUNE 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	4.85	4.85 x .70	3.39
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.2	5.2 x .30	1.56
<b>TOTAL NUMERICAL RATING</b>			<b>4.95</b>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.95

ADJECTIVAL RATING:

"0"

Prepared by:

Reviewed by:

**ANDRELI D. PARDALES**

Name of Staff

**BEATRIZ S. BELONIAS**

Department/Office Head

Recommending Approval:

**REMBERTO A. PATINDOL**

Chairman, PMT

Approved:

**EDGARDO E. TULIN**

President



**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, ANDRELL 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 January to June 2016.

ANDRELL D. PARDALES  
Ratee

Approved: BEATRIZ S. BELONIAS  
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	2016 Target	Actual Accomplishment	Rating				Remarks
UMFO 2 Higher Education Services										
LIBMFO 2	Student Management Services	PI3 Percentage of students who availed of student assistantship at the library	Technical Work	10 student assistants	17 student assistants	5	5	5	5	
		Number of student assistants interviewed and applications signed								
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	Technical Work							
		A. National Commission for Culture and Arts (NCCA) project for enhancement of VSU Filipiniana materials terminal report completed	Technical Work	1 Terminal report submitted to NCCA	1 Terminal report submitted to NCCA	4.5	4.5	4.5	4.56	
		B. Number of book jobbers /dealers contacted, communicated for	Technical Work	4 book /journal Dealers given	9 book/journal Dealers given	5	4.5	5	4.83	



		recommended titles of books and journals		canvass papers	canvass papers					
		C. Percentage of clients -students , faculty and staff , walk –in researchers using library resources	Technical work	100 % of students faculty and staff , , walk –in researchers using library resources	99% of students faculty and staff , , walk –in researchers using library resources	5	4.5	4.5	4.66	
		D. Number of hours spent for annual inventory and housekeeping	Reader's Services	160 hours in supervising inventory	160 hours in supervising inventory	5	4.5	4.5	4.66	
		P12 Number of best library practices on student services implemented								
		A. Number of students given orientation on Library Services	Readers' Services	120 students	287 students	5	5	5	5	
		B. Percentage of students, staff given instruction to Library Information resources	"	99 %	100%	4.5	5	5	4.83	
		C. Number of hours given for extension of library services AACUP standards Number of hours in preparing documents Deadline of Theses submission	Technical Services	20 hours 8 hours	52 hours 15.25 hours	5	5	5	5	
		D. Number of issues of New Acquisitions List reviewed and edited	Technical Services	Two issues	Two issues					
		E. Preparation of Bibliographies for: a. Accreditation b. Curriculum Management	Technical work	100% complied	100% complied	5	5	5	5	
		F. Newsletter Number of issues reviewed and contributed article/s	Technical work	1 issue	2 issues	4.5	5	5	4.83	
UMFO 6- GENERAL ADMINISTRATIVE SUPPORT SERVICES										
LIBMFO 1	Administrative and	P15 Number of frontline academic services monitored and ensured to be costumer								



[illegible]







# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan.-June 2016

Name of Staff: **ANDRELI D. PARDALES**

Position: Chief Librarian

**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.**

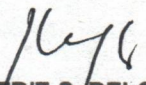
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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	
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1	
3. 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	
4. 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	
5. Keeps accurate records of her work which is easily retrievable when needed.	(5)	4	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	(5)	4	3	2	1	
7. 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	
8. 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	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	(4)	3	2	1	
10. Willing to be trained and developed	5	(4)	3	2	1	



Total Score						
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		78/15				
Average Score		5.2				

Overall recommendation :

  
**BEATRIZ S. BELONIAS**  
 Name of Head