



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **GILOS, VICENTE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.66	70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.44
TOTAL NUMERICAL RATING			4.70

TOTAL NUMERICAL RATING: 4.70

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.70

ADJECTIVAL RATING: "O"

Prepared by:

Reviewed by:

CRISILDA MARIE C. ROBLE
Name of Staff

VICENTE A. GILOS
Department/Office Head

Approved:

ALELI A. VILLOCINO
Vice President – Students Affairs
And Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **VICENTE A. GILOS**, of the **Office of the Chief Librarian** commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period **January to June 2022**.

VICENTE A. GILOS

Ratee

ALELI A. VILLOCINO

VP – Students Affairs & Services

Approved:

EDGARDO E. TULIN

President

MFO & PAP's	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
VSAS MFO 1 : ISO 9001:2015 aligned documents	PI 1 No. of quality procedures prepared or reviewed for revision	Technical work	2 quality procedures	N/A	N/A	N/A	N/A	N/A	For Month of July only
	PI 2 2 libraries operations managed efficiently	Managerial	0 complaint	0	5	5	4	4.67	
OCLMFO 2 Expert Service									
	PI 1. Number of programs provided/rendered i.e. acting as internal AACUP accreditator or ISO Auditor.	Expert Services	1 program	N/A	N/A	N/A	N/A	N/A	July-December
OCLMFO 3 Technical Services									
Technical Services	PI 1. A. Number of materials Catalogued and Classified or re-classified	Technical Services	60 library materials	N/A	N/A	N/A	N/A	N/A	July-December
	B. Number of Library materials accessioned	Technical Services	25 books	N/A	N/A	N/A	N/A	N/A	July-December
	PI 3. A. No. of library materials encoded to the database	Technical Services	60 library materials	N/A	N/A	N/A	N/A	N/A	July-December
	B. No. of library materials provided with barcode	Technical Services	60 library materials	N/A	N/A	N/A	N/A	N/A	July-December

	C. No of entries in DLM reviewed, edited and updated	Technical Services	25 entries	47	5	5	5	5	
	PI 4. A. No. of documents prepared for AACCUP, CHED RQUAT, ISO, etc. accreditation/requirements	Technical Services	3 documents	5 Documents	5	5	5	5	
	B. No. of bibliographies prepared for accreditations and other purposes	Technical Services	1 bibliography	3 Bibliographies	5	5	4	4.67	
	PI 8. B. No. of hours spent in doing shelf reading and shelving	Technical Services	20 hours	25 Hours	4	4	4	4	
OCLMFO 4 Reference and Reader's Services									
Reference and Reader's Services	PI 1 A. No. of students, faculty, staff & researchers with reference queries assisted and or responded	Reader's Services	12 clients-students, faculty, staff and researchers	32	5	5	5	5	
	PI 2 A. No. of students, faculty, staff and researchers online reference queries responded	Reader's Services	13 patrons	15	4	4	4	4	
	PI 3 A. No. of hours spent in the preparation and the conduct of orientations		6 hours						Month of August Only
OCLMFO 5 Repository Services									
Repository Services	PI 3. A. Number of materials for Viscaiana materials received		6 materials	8 Materials	4	4	3	3.67	
OCLMFO 6 – GENERAL ADMINISTRATIVE SUPPORT SERVICES MANAGEMENT									
Administrative and Facilitative Services	PI 1 A. Number of Official documents reviewed and signed (PPMPs, PRs, JO Payrolls, IPCRs, Delivery receipts, Acknowledgement, etc.)	Frontline Services	150 documents	357	5	5	5	5	
	B. Number of official notices and communications signed (Overdue notices, Correspondence, Memos	Frontline Services	25 notices or communications	50	5	5	5	5	
	C. Number of Clearances Signed	Frontline Services	50 clearances	410 Clearances	5	5	5	5	
	PI 5. A. No. of Library/ies managed	Managerial	2 libraries	2 Libraries	5	5	5	5	

	efficiently								
	B. Number of reports prepared and submitted	Managerial	3 reports	3 reports	4	4	4	4	
	C. No. hours spent in meetings attended	Managerial	8 hours	32 Hours	5	5	5	5	
OCLMFO 7 - Efficient and Customer-friendly Assistance									
	PI 1 Percentage of efficiency and customer-friendly frontline services	Frontline Services	95 %	98%	5	5	5	5	
OCLMFO 8 - Income Generating Services									
	PI 2 Number of IGP reports reviewed and signed	Income Generating Project	1report	13 reports	5	5	4	4.67	

Average Rating (Total Over-all rating divided by 19)	74.68	
Additional Points:		
Punctuality		
Approved Additional points		
FINAL RATING	4.66	
ADJECTIVE RATING	"O"	

Comments & Recommendations for Development Purpose:

His output is greatly affected by not having a secretary. It is suggested to fast-track the hiring of Office of the Chief Librarian Secretary.

Evaluated by:

ALELI A. VILLOCINO
Immediate Supervisor

Date: **AUG 01, 2022**

Approved by:

ALELI A. VILLOCINO
VP – Students Affairs & Services

Date: **AUG 01, 2022**

- 1- Quality
- 2- Effectiveness
- 3- Timeliness
- 4- Average

PERFORMANCE MONITORING FORM


Name of Employee: GILOS, VICENTE

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	Chairperson of Are VII of Institutional Accreditation	100% Accomplished	January 17, 2022	May 2022	May 2022	Very impressive	Outstanding	
2	Collects, prepares and compiles supporting documents Area VII for AACCUP	5	January 3, 2022	June 30, 2022	June 30, 2022	Very impressive	Outstanding	
3	Prepares and produce bibliographies for the programs under AACCUP Survey	3	January 3, 2022	June 30, 2022	June 30, 2022	Very impressive	Outstanding	
4	Prepares and produce Institutional Portfolio and Compliance Report for AACCUP Institutional Accreditation	100% Accomplished	February 2022	May 2022	May 2022	Very impressive	Outstanding	

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

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

Prepared by:


VICENTE A. GILOS
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2022

Name of Staff: GILOS, VICENTE

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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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	<u>5</u>	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	<u>4</u>	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	<u>5</u>	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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	<u>4</u>	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	<u>5</u>	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	<u>5</u>	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
12.	Willing to be trained and developed	<u>5</u>	4	3	2	1

Total Score		58				
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	<u>5</u>	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.	<u>5</u>	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.	<u>5</u>	4	3	2	1	
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	<u>5</u>	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	<u>4</u>	3	2	1	
Total Score		24				
Average Score		4.82				

Overall recommendation : _____


ALELI A. VILLOCINO
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VICENTE A. GILOS

Performance Rating: _____

Aim:

Proposed Interventions to Improve Performance:

Date: January 2022 Target Date: June 2022

First Step:

Result:

Date: January 2022 Target Date: June 2022

Next Step:

Outcome: _____

Final Step/Recommendation:

Continuous updating through participating to trainings and seminars on the latest trends of Library and Information Science and Library Management related topic is suggested.

Attendance to national and international librarianship conference and forum is also encouraged.

Prepared by:


ALELI A. VILLOCINO
VP-Student Affairs and Services

Conforme:


VICENTE A. GILOS
Name of Ratee Faculty/Staff