

AM 3009
7/19

141

Annex P

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

Name of Administrative Staff: ANDRELI D. PARDALES – Chief Librarian



Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	X .70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	X .30%	1.44
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.88

ADJECTIVAL RATING:

"O"

Prepared by:

Reviewed by:

Andrelid Pardales
ANDRELI D. PARDALES

Name of Staff

Beatriz S. Belonias
BEATRIZ S. BELONIAS

Department/Office Head

Recommending Approval:

Remberto A. Patindol
REMBERTO A. PATINDOL

Chairman, PMT

Approved:

Edgardo E. Tulin
EDGARDO E. TULIN

VSU-President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANDRELI 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 July-December 2017.

Andreli D. Pardales
ANDRELI D. PARDALES
 Ratee *11/24/17*

[Signature]
 Approved: **BEATRIZ S. BELONIAS**
 Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	2017 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
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	13	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								
		A. Number of clients given references/information	Technical Work	35 clients given references/information services	79 clients given references/information services	5	5	5	5	
		B. Percentage of students using library resources	Technical work	90% of students	100% students availed	5	5	5	5	

	C. Number of hours spent for annual inventory and housekeeping	Reader's Services	In two weeks time	In two weeks time	5	5	5	5	
	P12 Number of best library practices introduced which increase demand to avail of Library Services	Readers' Services	6 best practices	8 best practices	5	5	5	5	
	P12 Percentage increase in the number of students, faculty, staff & researchers availing of the Library facilities, services & resources								
	A. Percentage of freshmen and transferees given orientation to Library Services	Readers' Services	90% of new students given orientation	100% of new students given orientation	5	5	5	5	
	B. Percentage of students given instruction to Library Information resources and citation	Readers' Services	90 % students given instruction to Library Information resources and citation	100 % students given instruction to Library Information resources and citation	5	5	5	5	
	C. Number of hours given for extension of library services AACCUP standards	Technical Services	20 hours	46 hours	5	5	5	5	Overtime conducted in the month of June
	Number of hours in preparing, - editing and displaying - AACCUP documents		13 hours 8 hours	34 hours 8 hours	5 5	5 4.5	5 4.5	5 4.67	
	Deadline of Theses submission								
	D. Number of issues of New Acquisitions List reviewed and edited	Technical Services	1 issue	1 issue	5	4.5	4.5	4.67	
	E. Preparation and edited Bibliographies for: a. Accreditation b. Curriculum Management	Technical work	100% complied	100% complied	5	5	5	5	

[illegible]

Extension Services	PI7 Number of linkages/partnership forged	"	32 international institutions 12 national institutions	43 international institutions 13 national institutions	5	5	5	5
	Conducted a quiz bowl, Insta moment at the Library and other National Book Week celebration		2 activities during the national book week.	3 activities conducted during the National Book Week	5	5	5	5
	Conducted library instruction on information resources		1 hour/class					
ADDITIONAL ACCOMPLISHMENTS								
	Forges new ties and networking activities		1 institution	2 government institutions	5	5	5	5

Total Over-all Rating		
Average Rating (Total Over-all rating divided by 24)		113.17
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.92
ADJECTIVAL RATING		"O"

Comments & Recommendations for Development Purpose:

Received by:

TERESITA L. QUINANOLA
Head, PRPEO

Date:

Calibrated by:

REMBERTO A. PATINDOL
VP- Administration & Finance

Date:

Recommending Approval:

BEATRIZ S. BELONIAS
VP – Instruction

Date:

Approved by:

EDGARDO E. TULIN
President

Date:

1 – Quality
2 – Efficiency
3 – Timeliness
4 – Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2017

Name of Staff: ANDRELI D. PARDALES – 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.

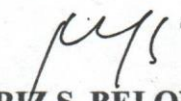
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model.
4	Very Satisfactory	The performance meets and often exceeds the job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

55 4

B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)	5	4	3	2	1
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. Innovated 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 units.	5	4	3	2	1
Total Score		92	17		
Average Score		4.82			

Overall recommendation : _____


BEATRIZ S. BELONIAS
Name of Head