



VISAYAS
STATE UNIVERSITY

Personnel Records and Performance Evaluation Office

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GR4 695 1-21-20

IPCR
MT1

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

JULY TO DECEMBER 2019

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	4.89 X 70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	4.88 X 30%	1.46
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING

4.88

ADJECTIVAL RATING:

"O"

Prepared by:

ANDRELI D. PARDALES

Name of Staff

Reviewed by:

BEATRIZ S. BELONIAS

Department/Office Head

Approved:

BEATRIZ S. BELONIAS

Vice President

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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 measure for the period JULY-DECEMBER 2019


ANDRELI D. PARDALES

Ratee


Approved: **BEATRIZ S. BELONIAS**
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	2019 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 2 Higher Education Services										
LIBMFO 2	Student Management Services	PI3 Number of students who availed of student assistantship at the library Number of student assistants interviewed and applications signed	Technical Work	10 student assistants	12 student assistants	4.83	5	5	4.94	
LIB MFO 3	Technical Services	PI 1 No. of materials acquired, processed, conducted inventory and maintained	Technical work	500 materials acquired, processed, conducted inventory and maintained	1033 materials acquired, processed, conducted inventory and maintained	4.83	5	5	4.94	
		PI 2 No. of documents prepared for		1 bibliography, PPP, MSI,	Two (2) AACUP	5	5	5	5	

				AACCUP,CHE D, ISA ,ISO, etc. accreditations/ requirements	bibliographies for MLAM and MSLAM , Two (2) CHED RQAT documents, 10 ISO PM accreditations /requirements					
UMFO 4 EXTENSI ON										
SERVICE S										
	Expert Services									
		P.I. Number of trainees weighted by the length of Training Trained, oriented and given assessment test	Technical work	10 BLIS on the job trainees						MONTH OF APRIL- MAY only
	MFO 1: ISO 9001: 2015 aligned documents	PI 1 No of quality procedures prepared, reviewed and revised	Technical Work	1	10	4.5	5	5	4.83	
		PI 2 No. of required mandatory	Technical Work	1 manual	1 manual	5	5	5	5	

		PI1 Percentage increase in the number of resources acquired and made available to students, faculty, staff and researchers	Technical Work							
		A. Number of clients given references/ information	Technical Work	39 client	81 clients and Area VII in-charge oriented in the use of DLM database for use in AACUP documents	4.5	5	5	4.83	
		B. Percentage of clients – students, faculty and staff, walk –in researchers using library resources	Technical work	97% of students, faculty and staff, walk-in researchers used library resources	99% students, faculty and staff, walk-in researchers used the Library resources	4.83	5	5	4.94	
		C. Number of hours spent for annual inventory and housekeeping	Reader's Services	In three (3) weeks' time	In one (1) month's time	5	4.5	4.5	4.66	Intervening factors:

										ISO audit, AACCU P accredit ation and suspens ion of work due typhoon Tisoy
		P. I. 2 Number of best library practices on student services implemented		6 best practices	8 best practices	4.83	5	5	4.94	
		A. Number of students given orientation on Library Services	Readers' Services	200 freshmen/ transferees	1000 new students given orientation	4.5	5	5	4.66	
		B. .Percentage of students, staff given instruction to Library Information resources	Readers' Services	95 %	100%	5	5	5	5	
		C. Number of hours given for extension of library services AACCU standards	Technical Services	20 hours						

		A) Number of hours in preparing documents		Rendered overtime						
		B) Deadline of Theses submission								Month of June only
		D. Number of issues of New Acquisitions List reviewed and edited	Technical Services	1	2 issues	5	5	5	5	
		E. Newsletter Number of issues reviewed and contributed article/s	Technical work	1	2 issues	5	5	5	5	
		F. Preparation of bibliographies for: A. Accreditation B. Curriculum	Technical work	5 programs under survey	5 programs under survey	5	5	5	5	
LIBMFO 1	Administrative and Facilitative Services	PI5 Number of frontline academic services monitored and ensured to be costumer friendly & efficient and citizens charter posted conspicuously								
		a. Number of units monitored	Technical work	Four (4) service units	Eight (8) service units	4.5	5	5	4.83	

		b. Number of library staff supervised and evaluated	Technical work	18 Library staff and student assistants	20 Library staff and student assistants	5	5	5	5	
		c. Number of vouchers, AREs, monthly reports of project, purchase requests of books ,journals and other library materials, DTRs, leave applications, OPCRs and IPCRs, clearances of students and staff signed	Technical work	300 documents	1695 documents	4.5	5	5	4.83	
		d. Number of meetings, workshops, conferences attended	Technical work	10 meetings, workshops, conferences attended	38 meetings, workshops	4.5	5	5	4.83	
	Income Generating Services	PI1 10% increase of income generated to support University Projects	Technical work	P 50,000.000	P 106,479.00	4.5	5	5	4.83	

LIBMFO 2	Efficient and Customer-friendly Assistance	PI1 Efficient and customer-friendly frontline services	Technical Work	O compliant from clients served	O compliant from clients served	5	5	5	5	
	Extension Services									
		PI7 Number of linkages/partnership forged	Technical	1						
		Joins VSU environmental group clean up drive once a month (VSU scrambled legs)		Once a month	Once a month	4.5	4.5	4.5	4.5	
	TOTAL OVER-ALL RATING									
Average Rating (Total Over-all rating divided by 25)			122.39							
Additional Points:										
Punctuality										
Approved Additional Points (with copy of approval)			4.89							
ADJECTIVAL RATING			"O"							

Evaluated & Rated by: 

BEATRIZ S. BELONIAS
Vice President for Instruction
Date: _____

Recommending Approval: 

BEATRIZ S. BELONIAS
Vice President for 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 2019

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

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	<u>4</u>	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.	<u>5</u>	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	<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	<u>5</u>	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	<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					
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.	5	<u>4</u>	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	<u>5</u>	4	3	2	1
Total Score					
83 / 17					
Average Score					
4.88					

Overall recommendation : _____

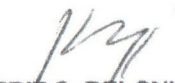

BEATRIZ S. BELONIAS
 Name of Head

Exhibit I

PERFORMANCE MONITORING FORM
JULY – DECEMBER 2019

Name of Employee: ANDRELI D. PARDALES

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	VSU Library to be ISO ready	July 2	December	December	December	O	O	O
2								
3								
4								

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

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

Prepared by:


BEATRIZ S. BELONIAS
Unit Head

EMPLOYEE DEVELOPMENT PLAN
JULY – DECEMBER 2019

Name of Employee: ANDRELI D. PARDALES
Performance Rating: _____

Aim: For VSU Library to be ISO certified

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Team work in accomplishing documents.

Result: Procedural manuals prepared

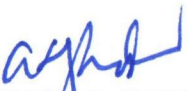
Date: _____ Target Date: _____

Next Step: To be ISO ready by February 2020


Outcome: _____

Final Step/Recommendation:

Conforme:


ANDREI D. PARDALES
Name of Ratee Faculty / Staff

Prepared by:


BEATRIZ S. BELONIAS
VP - Instruction