



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

January to June 2020

Annex P

Name of Administrative Staff: **JOVELYN H. MABUAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.56	4.56 x 70%	3.19
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.70	4.76 x 30%	1.43
TOTAL NUMERICAL RATING			4.62

TOTAL NUMERICAL RATING: **4.62**

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.62**

ADJECTIVAL RATING: **"O"**

Prepared by:

JOVELYN H. MABUAN
Name of Staff

Reviewed by:

VICENTE A. GILOS
Department/Office Head

Recommending Approval:

N/A

Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOVELYN H. MABUAN** of the University Library commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January to June 2020.


JOVELYN H. MABUAN
Ratee

Approved: 
VICENTE A. GILOS
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 2 Higher Education Services										
LIB MFO 1	Student Management Services	PI 1 Number of Student Assistant supervised, given orientation and instruction for duties and responsibilities <i>(January to March 17, 2020 only)</i>	Supervisory	2	2	5	5	4	4.67	
UMFO 5 SUPPORT TO OPERATIONS (STO)										
LIB MFO 3	Technical Services	PI 1 Number of books catalog/re-catalog, catalog/ re-classified and re-labeled	Technical work	25	49	5	5	4	4.67	
		PI 2 Number of articles/research papers compiled and indexed	Technical work	Compiling and Indexing is made during the 2 nd rating period						N/A
		PI 4 Number of Grade 10 research papers received with soft copy	Technical work	23	No research papers were submitted due to CoVID-19 pandemic					N/A
		PI 2 Number of shelflist cards reprinted and checked against weeded out list materials	Technical work	50	74	5	4	5	4.67	
		PI 3 Number of catalog cards Sorted alphabetically and chronologically	Technical work	750	882	4	5	5	4.67	

		PI 4 Number of catalog cards pulled out from card catalog	Technical work	1000	1,012	5	4.5	3	4.16	
		PI 5 Number books and other HS library materials checked and verified for inventory purposes	Technical work	2000	2,884	5	4	5	4.67	
		PI 6 Number of missing books and other library materials encoded during the inventory	Technical work	30	74	5	4	4	4.33	
		PI 7 Number of Procedural Manual (PM) Reviewed for revision	Technical work	1	1	5	4.5	4.5	4.67	
		PI 8 Number of books selected and pulled out from shelves for repair and re-label.	Technical work	10	21	5	4	5	4.67	
LIB MFO 4	Reader's Services	PI 1 Number of books charged/ discharged (<i>January to March 17, 2020 only</i>)	Frontline services	30	53	4	4	5	4.33	
		PI 2 Number of Borrower's Card issued/updated/received for clearance purposes (<i>January to March 17, 2020 only</i>)	Frontline services	3	4	4	4.5	4.5	4.33	
		PI 3 Number of bibliographies prepared and accomplished	Frontline services	4	7	4	4.5	5	4.5	
		PI 4 Number of E-books in full text downloaded and compiled	Frontline services	20	41	5	5	4	4.67	
UMFO 6- GENERAL ADMINISTRATIVE and SUPPORT SERVICES										
		PI 1 Number of unit managed and supervised daily (<i>High School Library</i>) with two Library Staff and two Student Assistants	Managerial	1	1	5	5	5	5	
		PI 2 Number AVR reservation forms counter-checked and approved (<i>January to March 17, 2020 only</i>)	Supervisory	3	2 (January-March Only)	5	4	4	4.33	
		PI 3 Number of Daily Time Records (DTR) reviewed and signed	Supervisory	6	8	5	4	5	4.67	
		PI 4 Number of requests (job order, purchase, etc.) prepared and submitted.	Managerial	1	6	4	5	5	4.67	
		PI 5 Number of official documents filled-up/ prepared and submitted (e.g. SALN, IPCR, etc.)	Technical	3	7	4	5	5	4.67	
LIB MFO 7	Efficient and Customer-friendly Assistance	PI 1 Number of clientele assisted/given friendly and accurate information/ references (<i>January to March 17, 2020 only</i>)	Frontline services	50	63	5	4.5	4.5	4.67	

LIB MFO 8	Income Generating Services	PI 1 Number of students and faculty accounted with overdue fines. <i>(January to March 17, 2020 only)</i>	Frontline services	3	3	4	4	5	4.33	
TOTAL OVERALL RATING			91.35							
Total Over-all Rating					<div>Comments & Recommendations for Development Purpose:</div> <div>She needs to finish her MSLIS, so she can focus on her work as Head of IHS Library.</div>					
Average Rating (Total Over-all rating divided by 20)										
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING			4.56							
Adjectival Rating			"VS"							

Evaluated & Rated by:



VICENTE A. GILOS

Chief Librarian

Date: _____

Approved by



BEATRIZ S. BELONIAS

Vice President for Instruction

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2020**

Name of Staff: **JOVELYN H. MABUAN**

Position: **COLLEGE LIBRARIAN - II**

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
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						

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		81 / 17				
Average Score		4.76				

Overall recommendation : _____

VICENTE A. GILOS
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

January to June 2020

Name of Employee:

Performance Rating:

Aim: To attend more trainings on Library Trends in Services

Proposed Interventions to Improve Performance: To finished her thesis

Date: _____ Target Date: _____

First Step: Followed up the status of her MSLIS degree and encourage her to continue to
Work on her thesis

Result: She is now in the process of designing a learning commons space

Date: _____ Target Date: _____

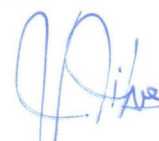
Next Step: She is tasked to do guidelines and new services that are applicable to COVID
19

Pandemic. She also rearranges the shelves and other High School Library furniture.
A new and presentable arrangement was evident.


Outcome: _____

Final Step/Recommendation:

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


JOVELYN H. MABUAN
Name of Ratee Faculty/Staff