

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF (VSU UNIVERSITY LIBRARY)  
JANUARY – JUNE 2019**

Name of Administrative Staff: **JOVELYN H. MABUAN – College Librarian II**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	4.73 X .70%	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	4.94 X .30%	1.48
<b>TOTAL NUMERICAL RATING</b>			<b>4.79</b>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.79


ADJECTIVAL RATING: **“O”**

Prepared by:

Reviewed by:


  
**JOVELYN H. MABUAN**  
Name of Staff

  
**ANDRELI D. PARDALES**  
Department/Office Head

Approved:  
  
**BEATRIZ S. BELONIAS**  
VP of 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 2019.

  
**JOVELYN H. MABUAN**  
 Ratee

Approved:

  
**ANDRELI D. PARDALES**  
 Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	Supervisory	2	2	4.5	4.5	4.5	4.5	
UMFO 5 SUPPORT TO OPERATIONS (STO)										
LIB MFO 3	Technical Services	PI 1 Number of books catalogued/re-catalog and classified/re-classified	Technical work	5	20	4.5	5	5	4.83	
		PI 2 Number of articles/research papers compiled and indexed	Technical work	Submission of Research Papers of Grade 10 is between May to June. Compiling and Indexing will be done during the 2 <sup>nd</sup> rating period						
		PI 3 Number of Grade 10 research papers received with soft copy	Technical work	23	27	4.5	4.5	4.5	4.5	
		PI 4 Number of library materials/ documents compiled/sorted/ prepared for binding	Technical work	5	6	4.5	4.5	5	4.66	
		PI 5 Number of catalog cards sorted/ proofread/corrected	Technical work	50	60	4.5	5	5	4.83	

		PI 6 Number of books shelved /re-shelved	Technical work	50	150	4.5	4.5	5	4.66	
		PI 7 Number hours spent in inventory	Technical work	80	160	5	5	5	5	
		PI 8 Number of books selected/checked/pulled out for waste and or for donation without cost	Technical work	300	1,122	5	5	5	5	
LIB MFO 4	Reader's Services	PI 1 Number of books charged/discharged	Frontline services	250	288	5	5	5	5	
		PI 2 Number of Borrower's Card issued/updated/received for clearance purposes	Frontline services	5	3	4.5	4.5	4.5	4.5	
		PI 3 Number of announcements prepared/posted	Frontline services	5	7	4.5	5	5	4.83	
		PI 4 Number of hours spent in monitoring the control area	Frontline services	60	90	5	5	5	5	
		PI 5 Number of freshmen/transferee students given orientation on Library policies and procedures	Frontline service	Orientations are scheduled every 2 <sup>nd</sup> rating period (August)						
UMFO 6- GENERAL ADMINISTRATIVE and SUPPORT SERVICES										
		PI 1 Number of unit manage daily ( <i>High School Library</i> ) with two Library Staff and two Student Assistants	Managerial	1	1	4.5	4.5	4.5	4.5	
		PI 2 Number of faculty and student clearances checked, signed and or countersigned.	Frontline services	478	482	5	5	4.5	4.83	
		PI 3 Number AVR reservation forms counter-checked and approved	Supervisory	AVR was temporarily used by College of Education as Admin Office						
		PI 4 Number of Daily Time Records (DTR) reviewed and signed	Supervisory	24	24	4.5	4.5	4.5	4.5	
		PI 5 Number of requests (job order, purchase, etc.) prepared and submitted.	Managerial	2	4	4.5	4.5	5	4.66	
		PI 6 Number of communication letters sent to concern department	Managerial	1	1	4.5	4.5	4.5	4.5	
		PI 7 Number of official documents filled-up/ prepared and submitted (e.g.	Technical	4	4	4.5	4.5	4.5	4.5	

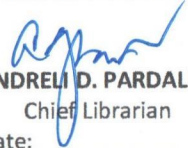


		SALN, IPCR, etc.)								
<b>LIB MFO 7</b>	<b>Efficient and Customer-friendly Assistance</b>	PI 1 Number of clientele assisted/given friendly and accurate information / references	Frontline services	100	211	4.5	5	5	4.83	
<b>LIB MFO 8</b>	<b>Income Generating Services</b>	PI 1 Number of students and faculty collected with overdue fines	Frontline services	10	16	4.5	5	5	4.83	
<b>Additional accomplishments</b>										
		PI 9 Number of Procedural Manual (PM) prepared (Bindery Unit/ Binding PM)	Technical	Not in the Target	1	4.5	5	5	4.83	
		PI 4 Number of college students theses received/ checked for e-book	Technical work	Not in the Target	110	4.5	5	5	4.83	
<b>TOTAL OVERALL RATING</b>										
Total Over-all Rating										
Average Rating (Total Over-all rating divided by 22)			<b>104.12</b>							
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
<b>FINAL RATING</b>			<b>4.73</b>							
Adjectival Rating			<b>"O"</b>							


**Comments & Recommendations for Development Purpose:**

For a higher salary grade. She needs to finish her MSLIS degree.

Evaluated & Rated by:

  
**ANDRELI D. PARDALES**  
 Chief Librarian  
 Date: \_\_\_\_\_

Approved by:

  
**BEATRIZ S. BELONIAS**  
 VP- Instruction  
 Date: \_\_\_\_\_

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019

Name of Staff: MABUAN, JOVELYN H.

**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.	<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.	<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	5	<u>4</u>	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 works 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 function 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 practices 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 ( <i>For supervisors only to be rated by higher supervisor</i> )	<u>5</u>	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.	<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. Innovated 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 units.	<u>5</u>	4	3	2	1
Total Score	84 / 17				
Average Score	4.94				

Overall Recommendation : \_\_\_\_\_


  
**ANDRELI D. PARDALES**  
 Name of Head

Exhibit I

**PERFORMANCE MONITORING FORM**

January – June 2019


Name of Employee: MABUAN, JOVELYN H.

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	Number of books catalogued	Books catalogued	Jan	June	June	VS	VS	
2	Number of students gives orientation	Oriented students	Jan	June	June	VS	VS	
3	Number of Clients assisted in their research	Assisted clienteles at H.S. Library	Jan	June	June	\ VS	VS	
4								

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

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

Prepared by:

  
**ANDRELI D. PARDALES**  
 Chief Librarian

## EMPLOYEE DEVELOPMENT PLAN

January – June 2019

Name of Employee: MABUAN, JOVELYN H.

Performance Rating: \_\_\_\_\_

Aim: To finished masteral studies

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step: Followed up the status of her MSLIS degree.

Result: Trying to finish her thesis requirements.

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:



Outcome: \_\_\_\_\_

Final Step/Recommendation:

\_\_\_\_\_

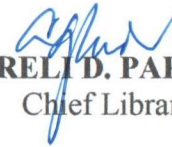
Conforme:



**JOVELYN H. MABUAN**

Name of Ratee Faculty / Staff

Prepared by:



**ANDRELI D. PARDALES**

Chief Librarian