



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **MAEGAN LOU A. ARUTA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.48	70%	3.14
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
TOTAL NUMERICAL RATING			4.47

TOTAL NUMERICAL RATING: 4.47

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.47

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

JANSEL JOI C. VILLAS
Administrative Aide IV

Reviewed by:

VICENTE A. GILOS
Chief Librarian

Approved:

ALELI A. VILLOCINO
Vice President for SAS



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MAEGAN LOU A. ARUTA**, of the **UNIVERSITY LEARNING COMMONS (LIBRARY)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **MARCH-JUNE 2024**.


MAEGAN LOU A. ARUTA

Ratee
23 JUL 2024


VICENTE A. GILOS

Head Unit
25 JUL 2024

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	Target (March - December 2024)	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 1. WORLD CLASS EDUCATION										
VSAS MFO 1.1 Efficient and Effective Library Services										
LS 2	Technical Services	PI 1.2 Number of titles of library resources encoded in DLM	Barcoding and encoding	20 tiles	98 titles	5	5	4	4.67	
		PI 2.1 No of periodicals Titles Subscribed/ Renewed PI 2.2 No. of periodicals received and processed	Periodical Collection Management	20 Journals	23 journals	5	5	4	4.67	
		PI 3. Number of titles of theses, dissertations, manuscripts, etc. cataloged and classified	Cataloging and classification	70 titles						July to December 2024
		PI 4. Number of online databases subscribed	Online Resource Management	1 database						July to December 2024
		PI 6. No. of articles indexed and/or abstracted	Abstract & Indexing	50 articles	188 articles	5	5	4	4.67	

[illegible]

	Linkages	PI 1. No. of linkages with external agencies maintained for the exchange of publications	Linkages	20 linkages	76 linkages	5	5	4	4.67	
VSAS MFO 2.1 Efficient and effective delivery of quality procedure										
	Support to Quality Assurance Program and Institutional Accreditation Services	PI 1. Percentage of Supporting Documents prepared as required for quality assurance visit	Prepare the documents	90%	95%	4	4	4	4	
		PI. 1.2 Number of subject bibliographies prepared and/or updated for programs under survey	Bibliographic support for program under survey	1 bibliography	2 bibliographies	4	4	4	4	
VSAS MFO 3.1 Efficient and effective conduct of student support activities										
		PI 3. No of library orientation conducted	Library Instruction	1 session of orientation and/or instruction conducted						July to December 2024
UMFO 2. General Administration and Support Services										
OVPSAS STO 2.3. Percentage of documents and records received and systematically filed and recorded within the day of receipt										
		Number of correspondence/letter requests/documents received and filed	Secure and filed the documents	20 documents	12 documents	4	4	3	3.67	
OVPSAS STO 2.3. Percentage of clients served that rated the services rendered at least very satisfactory or higher										
	Frontline Services	PI. 1 Efficient & customer-friendly frontline service: Zero percent of complaints from clients served	Customer Service	0% complaint	0%	5	5	4	4.67	
OVPSAS STO 2.4. Percentage of administrative services and financial/ administrative documents acted within time frame										

		PI 1. Number of units supervised, monitored, and coordinated efficiently.	Supervision	1 unit	2 unit	5	5	4	4.67	
		PI 5.1 Number of PPMP/PR prepared, signed and submitted	Procurement of library resources/materials	15 PPMPs/PRs						PPMP/PR for year 2025 start in July
		PI 5.2 No. of follow-ups for Purchase Request and Purchase Order		8 follow-ups	10 follow-ups	5	5	4	4.67	
	Student Assistantship Management Services	PI. 1 Number of students supervise	Student Assistant Recruitment and Onboarding	2 student Assistants	2 student assistants	4	5	5	4.67	
OVPSAS ST0 2.12 Percentage of ISO evidence compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit										
		PI 1. Percentage of 5S implementation at the workplace	All Library staff	95%	97%	4	5	5	4.67	
Total Over-all Rating		80.69								
Average Rating		4.48								
Adjectival Rating		VS								

Average Rating (Total Over-all rating divided by 18)	4.48
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.48
ADJECTIVAL RATING	VS

Evaluated & Rated by:

VICENTE A. GILOS
Chief Librarian

75 JUL 2024

Comments and Recommendations for Development Purposes:

Consider attending professional development workshops on emerging trends in serials management, such as open access and digital preservation.

Approved by:

ALELI A. VILLOCINO
VP – Students Affairs & Services

JUL 25 2024

PERFORMANCE MONITORING FORM

Name of Employee: **MAEGAN LOU A. ARUTA**

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	Choose and subscribe to relevant serials and online resources for the library.	10	Mar 4, 2024	Jun 28, 2024	Jun 28, 2024	Very impressive	Outstanding	
2	Create and oversee the PPMP, including the preparation of purchase requests for library materials and facilities.	8	Mar 4, 2024	Jun 28, 2024	Jun 28, 2024	Very impressive	Outstanding	
3	Make constant follow-ups to the procurement office to expedite the processing of library materials and facilities.	8 follow up through calls	Mar 4, 2024	Jun 28, 2024	Jun 28, 2024	Very impressive	Outstanding	
4	Organize and prepare newly acquired serials for use by students and staff.	25	Mar 4, 2024	Jun 28, 2024	Jun 28, 2024	Very impressive	Outstanding	
5	Compile and maintain bibliographic listings for stakeholder information and accreditation purposes.	100% complied	Mar 4, 2024	Jun 28, 2024	Jun 28, 2024	Very impressive	Outstanding	
6	Prepare necessary documentation for AACUP accreditation, particularly for Parameter F and G.	90% complied	Mar 4, 2024	Jun 28, 2024	Jun 28, 2024	Very impressive	Outstanding	

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

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

Prepared by


VICENTE A. GILOS

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MAEGAN LOU A. ARUTA**
Performance Rating: **JANUARY - JUNE 2024**

Aim: _____

Proposed Interventions to Improve Performance:

Date: **JANUARY 2024** Target Date: **JUNE 2024**

First Step: Coaching and mentoring to make her an efficient acquisition librarian is needed.

Result:

Date: **JULY 2024** Target Date: **DECEMBER 2024**

Next Step: Attendance to seminars on Library and Information Science to keep with the librarianship trends is suggested.

Outcome: _____

Final Step/Recommendation:

Prepared by:


VICENTE A. GILOS
Chief Librarian

Conforme:


MAEGAN LOU A. ARUTA



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **MARCH-JUNE 2024**

Name of Staff: **MAEGAN LOU A. ARUTA**

Position: **COLLEGE LIBRARIAN I**

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		53				
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						
Average Score		4.42				
Overall recommendation:						


VICENTE A. GILOS
 Immediate Supervisor