

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF**

JANUARY-JUNE 2016

Name of Administrative Staff: JOVELYN H. MABUAN

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.79		3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.4		1.62
TOTAL NUMERICAL RATING			4.97

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING:

-
-
4.97

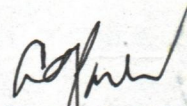

ADJECTIVAL RATING:

"0"


Prepared by:


JOVELYN H. MABUAN
Name of Staff

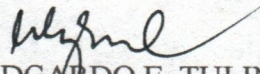

Reviewed by:


ANDRELI D. PARDALES
Department Office Head 

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President 

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 targets in accordance with the indicated measures for the period January to June 2016.

Jovelyn H. Mabuan
Ratee

Approved:
Andrei D. Pardales
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
UMFO 2 Higher Education Services										
LIBMFO 2	Student Management Services	PI3 Percentage of students who availed of student assistantship at the library								
		PI3.1 Number of Student Assistant supervised, given orientation and instruction for duties and responsibilities	Frontline service	1	3	4.5	5.0	5.0	4.83	
UMFO 5 SUPPORT TO OPERATIONS (STO)										
LIBMFO 5	Library Services	PI 1 Percentage increase in the number of resources acquired and made available to students, faculty, staff and researchers								
	Technical Services	PI1.1 Number of books catalogued/re-catalog and classified/re-classified	Technical work	25	115	5.0	5.0	5.0	5.0	
		PI1.2 Number of articles/research papers indexed	Technical work	21	29	4.5	5.0	5.0	4.83	
		PI1.3 Number of serial materials/research papers compiled/sorted/prepared for binding	Technical work	25	185	4.5	5.0	5.0	4.83	
		PI1.4 Number of bibliographic data inputted to ILMIS/verified	Technical work	150	428	5.0	5.0	5.0	5.0	
		PI1.5 Number of catalog cards sorted/proofread/corrected	Technical work	310	384	5.0	4.5	5.0	4.83	
		PI1.6 Number of books shelves /re-shelves	Technical work	220	515	5.0	5.0	5.0	5.0	

		PI 1.7 Number hours spent in inventory	Technical work	80	160	4.5	5.0	5.0	4.8	
	Library Services	PI 2 Percentage increase in the number of students, faculty, staff & researchers availing of the Library facilities , services & resources								
	Reader's Services	PI2.1 Number of books charged/discharged	Frontline services	505	452	5.0	4.5	4.5	4.67	
		PI2.2 Number of Borrower's Card issued/updated/received for clearance purposes	Frontline services	25	64	4.5	4.5	5.0	4.67	
		PI2.3 Number of announcements prepared/posted	Frontline services	5	9	4.5	4.5	4.5	4.5	
		PI3 Number of best practices on students services implemented								
		PI3.1 Number of freshmen/transferee students given orientation on Library policies and procedures	Frontline service	100	139	5.0	4.5	4.5	4.67	
UMFO 6- GENERAL ADMINISTRATIVE SUPPORT SERVICES										
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								
		PI5.1 Number of unit manned daily (High School Library)	Frontline service	1	1	4.5	4.5	5.0	4.67	
		PI 5.2 Number of hours spent in monitoring the control area	Frontline services	60	52	5.0	4.5	4.5	4.67	
		PI5.3 Number of clearances /AVR reservations checked and signed	Frontline services	410	455	5.0	4.5	5.0	4.8	
		PI5.4 Number of DTRs reviewed and signed	Frontline services	24	29	5.0	5.0	5.0	5.0	
	Income Generating Services	PI1 10% increase of income generated to support University Projects								
		PI 1.1 Number of students and faculty collected with overdue fines	Frontline services	55	27	5.0	4.5	4.5	4.67	
LIBMFO 2	Efficient and Customer-friendly Assistance	PI1 Efficient and customer-friendly frontline services	Frontline Service	0 complaint	No major complaint	5.0	5.0	5.0	5.0	
		PI1.1 Number of clientele assisted/given friendly and accurate information / reference	Frontline services	115	121	5.0	4.5	4.5	4.67	
Total Overall Rating			41.11							

Average Rating	4.79	Comments & Recommendations for Development Purpose:
Adjectival Rating	uon	

Received by:


Planning Office

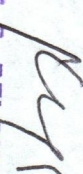
Date: _____

Calibrated by:


DR. RABERTO A. PATINDOL
PMT


Date: _____

Recommending Approval:


BEATRIZ S. DELONIA, PhD
Vice President

Date: _____

Approved by:


DR. EDGARDO E. TULIN
President

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January-June 2016**

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

Position: **College Librarian II**

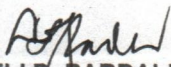
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1	
3. 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	
4. 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	
5. Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1	
7. 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	
8. 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	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1	
10. 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						54/10				
Average Score						5.4				

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head *che*