



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.61	70%	3.23
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.43
TOTAL NUMERICAL RATING			4.66

TOTAL NUMERICAL RATING: 4.66
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.66

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

JANSEL JOI C. VILLAS
Administrative Aide IV

Reviewed by:

VICENTE A. GILOS
University Librarian

Approved:

ALELI A. VILLOCINO
Vice President for Student Affairs and Services



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOVELYN H. MABUAN** of the University Learning Commons (Library) committed to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to December 2024**.

JOVELYN H. MABUAN

Ratee
JAN 20 2025

Approved by:

VICENTE A. GILOS

University Librarian

24 JAN 2025

MFOs/PAPs	Success Indicators	Task Assigned	Target January – December 2024	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1 WORLD CLASS EDUCATION									
VSAS MFO1.1 Efficient and Effective Library Services									
LS 2 Technical Services	PI 1. Number of library materials cataloged and classified	Cataloguing and classification	50	151	5	5	5	5	
	PI 2. Number of Library materials recorded to accession book	Accessioning process	50	151	5	5	5	5	
	PI 3. Number of shelf list/ inventory card prepared and generated	Cataloging process	50	151	5	5	5	5	
	PI 4. Number of Journals/Magazines monitored and verified	Serials collection management	4	9	4	5	4	4.33	
	PI 5. Number of Junior/Senior High theses/ manuscripts, etc. received and verified	Collection development	3	32	5	5	5	5	

	PI 6. Number hour spent in physical inventory of library materials	Inventory of library collection	198	198	5	5	4	4.67	
	PI 7. Number of Library Materials pulled out for repair/ Weed out/ Waste, etc.	Collection management	10	25	5	5	4	4.67	
	PI 8. Number of social media/group page maintained/ updated.	Social media engagement	1	2	4	5	5	4.67	
	PI 9. Number of newly acquired library materials/ resources list prepared	Collection management	2	4	5	5	4	4.67	
	PI 10. Number of copies of newly acquire library material/ resources list printed and dissimilated/ displayed for customers awareness	New acquisitions	3	11	5	5	5	5	
	PI 11. Number of library materials barcoded and encoded to DLM	Encoding and Tagging of library materials	20	30	4	5	4	4.33	
LS 3 Reader's Services	PI 1. Number of books check-out and or check in	Circulation Service	30	97	5	5	5	5	
	PI 2. Number of queries responded (direct/ reference type)	Reference Service	100	172	5	4	5	4.67	
	PI 3. Number of hours spent at the control area	Safeguarding & Monitoring	-	63	5	4	4	4.33	
LS 5 Programs/ Trainings and Activities	PI 1. Number of meetings and activities attended	Library engagement	6	11	5	5	4	4.67	
	PI 2. Number of seminars attended	Professional development	1	3	3	3	3	3	

VSAS MFO 2.1 Efficient and effective delivery of quality procedure									
Support to Quality Assurance, Program and Institutional Accreditation Services	PI 1. Number of documents prepared for ISO, AACUP, RQAT, COPC accreditation, etc.	Quality assurance engagement	5	10	4	4	5	4.33	
	PI 2. Number bibliographies prepared and submitted for accreditation or in response to the request	Bibliographic support	3	5	5	5	5	5	
VSAS MFO 3.1 Efficient and effective conduct of student support activities									
	PI 1. Number of orientation and instructions conducted	Library instructions	1	2	5	5	5	5	Whole year
UMFO 2. General Administration and Support Services									
OVPSAS STO 2.2. Percentage of documents and records received and systematically filed and recorded within the day of receipt.									
	PI 1. Number of communication and other documents made/ received, sorted and filed accordingly	Documents management	6	8	4	5	4	4.33	
OVPSAS STO 2.3. Percentage of clients served that rated the services rendered at least very satisfactory or higher									
LS GASS 1 Frontline Services	PI 1. Efficiency and customer-friendly frontline services: Zero percent of complaints from clients served	Customer service	0% Complaint	0% Complaint	5	5	5	5	
OVPSAS STO 2.4. Percentage of administrative services and financial/ administrative documents acted within time frame									
	PI 1. Number of units managed and supervised daily	Library management	1	1 (IHS Lib)	5	5	5	4.33	
	PI 2. Number of official documents filled-up/ prepared and submitted (e.g. SALN, IPCR, etc.)	Document processing	6	8	4	4	4	4	
	PI 3. Number of JO evaluation/ rating form filled up for contract renewal	Performance evaluation	2	2	5	5	4	4.67	

	PI 4. Number of letter/ Job request, prepared and submitted for approval	Document processing	3	7	4	5	4	4.33	
	PI 5. Number of Daily Time Records (DTR), accomplishment reviewed and signed	Time and attendance management	24	32	3	4	4	3.67	
	PI 6. Number of PPMP/PR created and submitted	Procurement preparation	3	9	4	5	5	4.67	
	PI 7. Number materials check/ searched online and local suppliers for confirmation of current price in the market.	Market research	20	67	4	4	4	4	
	PI 8. Number of new materials inputted to SPPMIS/ requested from TWG for stocks updates	PPM stocks management	20	191	5	5	5	5	
	PI 9. Number of Clearances countersigned/ Signed	Accountability confirmation	400	641	5	5	4	4.67	Whole year
	PI 10. Number of AVR reservation verified and signed	Reservation confirmation	-	89	5	5	5	5	
	PI 11. Number of appointments signed as OIC	Library management	-	3	5	5	4	4.67	
	PI 12. Number of requests approved as TWG	Procurement preparation	-	2	5	4	5	4.67	
	PI 13. Number of accomplishment report submitted to University Librarian Office	Report Preparation	-	2	5	5	5	5	
Student Assistantship Management Services	PI 1. Number of Student Assistant supervised, trained, given orientation and instruction for duties and responsibilities	Support staff management	2	2	5	4	5	4.67	
Income Generating Services	PI 1. Number of IHS manuscripts submitted for binding directed	Collection development	30	128	5	5	5	5	Whole year

	PI 2. Total amount of overdue fines and printing remitted.	Financial transactions	3,000.00	14,431	5	5	4	4.67	
	PI 3 Total amount of payment of manuscripts for binding received and remitted	Financial transactions	-	30,750.00	NA	NA	NA	NA	(Whole year (See Jan-June)
	PI 4. Number of official receipts issued during the submission of theses/ dissertations/ manuscripts	Financial transactions	50	150	NA	NA	NA	NA	(Whole year (See Jan-June)
OVPSAS STO 2.12 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit									
	PI 1. Percentage of 5S implementation at the workplace	ISO quality management	95%	98%	4	5	5	4.67	
Total Over-all Rating	142.01								

Average Rating (Total Over-all rating divided by 38)	4.61	Comments & Recommendations for Development Purpose: A reliable and dependable team member who can be counted on to deliver results.
Additional Points:		
Approved Additional points		
FINAL RATING	4.61	
ADJECTIVE RATING	0	

Evaluated & Rated by:

VICENTE A. GILOS

University Librarian

Date: 24 JAN 2025

Approved by:

ALELI A. VILLOCINO

Vice President for Student Affairs & Services

Date: JAN 28 2025

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

Exhibit I

PERFORMANCE MONITORING FORMName of Employee: **JOVELYN H. MABUAN**

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 obtain relevant resources for the library.	50 Volumes	Jan 2, 2024	Dec 27, 2024	Dec 20, 2024	Very impressive	Outstanding	
2	Organize and prepare newly acquired materials for use by students and staff.	98% efficiently organized	Jan 2, 2024	Dec 27, 2024	Dec 20, 2024	Very impressive	Outstanding	
3	Provide effective assistance and resources for reference and reading needs.	100 satisfied patrons	Jan 2, 2024	Dec 27, 2024	Dec 20, 2024	Very impressive	Outstanding	
4	Compile and maintain bibliographic listings for stakeholder information and accreditation purposes.	100% complied	Jan 2, 2024	Dec 27, 2024	Dec 20, 2024	Very impressive	Outstanding	
5	Prepare necessary documentation for AACUP accreditation, particularly for Parameter B.	100% complied	Jan 2, 2024	Dec 27, 2024	Dec 20, 2024	Very impressive	Outstanding	
6	Oversee, guide, and support HS library staff in their professional development.	98% efficiently managed	Jan 2, 2024	Dec 27, 2024	Dec 20, 2024	Very impressive	Outstanding	

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

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

Prepared by:


VICENTE A. GILOS
 University Librarian

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOVELYN H. MABUAN**
Performance Rating: **JANUARY - JUNE 2024**

Aim: _____

Proposed Interventions to Improve Performance:

Date: **JULY 2024**

Target Date: **DECEMBER 2024**

First Step: Attendance to seminars on Library and Information Science to keep with the Librarianship. Training on the conduct of AACUP accreditation is suggested.

Result: Attended relevant training in Library and Information Science and improvement in providing service is visible.

Date: **JANUARY 2025**


Target Date: **JUNE 2025**

Next Step: Attending advanced training on digital resources will help improve her effectiveness in improving services.

Outcome: _____

Final Step/Recommendation:

Prepared by:


VICENTE A. GIROS
University Librarian

Conforme:


JOVELYN H. MABUAN



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY-DECEMBER 2024**

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 (<i>both for subordinates and supervisors</i>)		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	57				
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	24				
Average Score	4.76				
Overall recommendation: Handles daily tasks well but focus on improving digital literacy					

Handles daily tasks well but focus on improving digital literacy and online resources.

VICENTE A. GILOS
Immediate Supervisor