



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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	4.76	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

Approved:


ALELI A. VILLOCINO
Vice President for Students Affairs &
Services

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 July to December 2020.

JOVELYN H. MABUAN

Ratee

Approved by:

VICENTE A. GILOS

Head of Unit

MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Expert Services	PI 1 Number of free e-book/e-journal found and downloaded for references	Technical work	20	52	5	5	5	5	
	PI 2 Number of library brochure designed and prepared containing IHS library services during the CoVID-19 pandemic	Technical work	1	2	5	5	5	5	
MFO 1 : ISO 9001:2015 aligned documents	PI 1 No. of quality procedures prepared or reviewed for revision	Technical work	1	1	5	5	4	4.67	
	PI 2 Unit is managed and supervised efficiently	Managerial	0 complaint	0 compliant	5	5	5	5	
Technical Services	PI 1 Number of books catalogued/re-catalog and classified/re-classified	Technical work	10	12	5	5	4	4.67	
	PI 2 Number of Senior High School theses catalogued and classified	Technical work	30	24	5	4	4	4.33	
	PI 3 Number of articles/research papers compiled and indexed	Technical work	10	15	5	5	5	5	
	PI 4 Number of Grade 10/ Grade 12 Research Papers/Theses received	Technical work	Submission of Research Papers of Grade 10 is between May to June.		N/A	N/A	N/A	N/A	
	PI 5 Number of library materials/ documents compiled/ sorted/ prepared for binding	Technical work	25	21	5	4	3	4	

	PI 6 Number of catalog cards sorted/ proofread/ corrected	Technical work	25	251	5	5	5	5	
	PI 7 Number of books shelved/ re-shelved	Technical work	15	26	5	5	5	5	
	PI 8 Number of books selected/ checked/ pulled out for repair, waste and or for donation without cost	Technical work	10	28	5	5	5	5	
	PI 9 Number of PPMP prepared and submitted to BAC	Managerial	1	1	5	5	4	4.67	
	PI 10 Number of bibliographies prepared and accomplished for Accreditations documents	Technical work	1	4	5	5	5	5	
	PI 11 Number of Request for Purchase of books received for PR	Frontline services	2	4	5	5	5	5	
Reader's Services	PI 1 Number of books charged/ discharged	Frontline services	50	21	5	3	3	3.67	Affected by Covid-19 pandemic
	PI 2 Number of eBooks and other library resources provided and delivered online to customers	Frontline service	25	5	4	3	2	3	
	PI 3 Number of Borrower's Card (BC) issued/updated/received for clearance purposes	Frontline services	No students to be issued for (CoVID-19)		N/A	N/A	N/A	N/A	
	PI 4 Number of library announcements prepared/ posted	Frontline services	5	5	5	4	4	4.33	
	PI 5 Number of hours spent in monitoring the control area	Frontline services	60 hours per rating period	60	5	4	4	4.33	
	PI 6 Number of freshmen/transferee students given orientation on Library policies and procedures	Frontline service	No orientation conducted (CoVID-19)						
	PI 7 Number of online queries answered and given appropriate actions	Frontline service	25	7	4	3	2	3	
	PI 8 Number of Library Brochures printed and provided to remote and online IHS customers	Frontline service	100	230	5	5	5	5	
	PI 1 Number of faculty and student clearances verified and signed	Frontline services	5	1	4	4	3	3.67	
	PI 2 Number AVR reservation forms counter-checked and approved	Supervisory	No acceptance of reservation (CoVID-19)		N/A	N/A	N/A	N/A	
	PI 3 Number of Daily Time Records (DTR) reviewed and signed	Supervisory	6	12	5	5	5	5	

	PI 4 Number of requests (job order, purchase, etc.) prepared and submitted.	Managerial	1	3	5	5	5	5	
	PI 5 Number of communication letters sent to concern department	Managerial	1	5	5	5	5	5	
	PI 6 Number of official documents filled-up/ prepared and submitted (e.g. SALN, IPCR, DTR, etc.)	Technical work	6	9	5	4	5	4.67	
Efficient and Customer-friendly Assistance	PI 1 Number of clienteles assisted/ given friendly and accurate information/ references	Frontline services	10	12	5	5	4	4.67	
Income Generating Services	PI 1 Number of students and faculty accounted for overdue fines	Frontline services	NO collection of overdue fines implemented during the CoVID19 period		N/A	N/A	N/A	N/A	
TOTAL OVERALL RATING									

Average Rating (Total Over-all rating divided by 26)	118.68	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.56	
ADJECTIVAL RATING	'VS'	

Comments & Recommendations for Development Purpose:

As the most senior of all librarian, she needs to finish her MS degree so she can have a full-time to help us improve the VSU Library.

Evaluated & Rated by:

VICENTE A. GILOS

Dept./Unit Head

Approved by:

ALELI A. VILLOCINO

VP - Student Affairs & Services

Date: _____

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

PERFORMANCE MONITORING FORM

July to December 2020

Name 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	Number of library brochure designed and prepared during Covid-19 Pandemic	1 Designed brochure	July 2020	August 2020	August 2020	Impressive	Very Satisfactory	
2	Number of Facebook Page created to promote library services and to provide venue for the library users to communicate with library	December 7, 2020	1 Facebook Page	Dec. 14	Dec. 14	Impressive	Very Satisfactory	
3								

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

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

Prepared by:


VICENTE A. GILOS
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2020

Name of Staff: JOVELYN H. MABUAN

Position: College Librarian - II

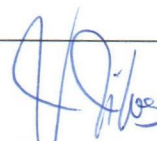
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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.	<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 work 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 functions 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 practice that further increase effectiveness of the office or satisfaction of clientele	5	<u>4</u>	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
Score	Total				
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)	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	<u>4</u>	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. 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	<u>4</u>	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 unit	5	<u>4</u>	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

July to December 2021

Name of Employee:

Performance Rating:

Aim: To finish her MSLIS Degree

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Convince and encourage her to finish her thesis to complete her degree

Result: Drafted her study work plan and communicated it to the VSU Administrative
Scholarship Committee

Date: _____ Target Date: _____

Next Step: Letter request for study extension was drafted and submitted o the VSU
Administrative Scholarship Committee

Outcome: _____


Final Step/Recommendation:

Make a proposed flexible proposed skeletal schedule and submit it for approval.

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


JOVELYN H. MABUAN
Name of Ratee Faculty/Staff