



**Annex P**

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

Name of Administrative Staff: **RUVILYN A. IDLISAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.64	70%	<b>3.25</b>
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	<b>1.35</b>
<b>TOTAL NUMERICAL RATING</b>			<b>4.60</b>

TOTAL NUMERICAL RATING: 4.60  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.60

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

  
**JANSEL JOY 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, **RUVILYN A. IDLISAN**, 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 - DECEMBER 2024**.

**RUVILYN A. IDLISAN**

Ratee

JAN 20 2025

**VICENTE A. GILOS**

University Librarian

24 JAN 2025

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	Target (March – December 2024)	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 1. WORLD CLASS EDUCATION										
VSAS MFO 1.1 Efficient and Effective Library Services										
LS 2	Technical Services	PI 1. Number of titles of the library resources encoded in the DLM.	Barcoding and encoding	20 titles	166 titles	5	4	5	4.67	
		PI 3. Number of titles of theses, dissertations, manuscripts, etc. cataloged and classified.	Cataloguing & Classification	75 titles	118 titles	5	5	5	5	
		PI 7. Inventory conducted	Inventory of Library Resources	90%	97%	5	5	5	5	
		PI 8. Number of Website/Interactive social media Pages maintained	Social Media Engagement	1 Website/social media Page Maintained	1 Website/social media Page Maintained	5	4	4	4.33	
		PI 11. Number of titles digitized	IT Staff, Librarians	10 titles	26 titles	4	5	5	4.67	

LS 3	Reader's Services	PI 1 No. of patrons served in terms of: a. Printed materials  b. IT, On-line resources  c. Spaces	Reference Service	80 users  20 users  100 users	462 users  111 users  554 users	5	5	5	5	
		PI 1.1 Number of books processed for lending and returning.	Check In and Check Out of Books	200 books	726 books	5	5	4	4.67	
		PI 2. No. of queries responded	Reference Service	100 reference queries	382 reference queries	4	5	5	4.67	
LS 4	Repository Services	PI 1. Number of e -copies of theses/dissertations received and saved into the database.	E-theses dissertations archiving		224 e-copies	5	5	4	4.67	*Added
LS 5	Programs/Training and Activities	PI 1. Number of activities, programs attended/ assisted/facilitated (i.e. flag ceremony, team building, Christmas party, & etc.)	Library Engagement	15 activities, programs, etc.	34 activities	5	5	4	4.67	
		PI 2. Number of trainings/ webinars attended/facilitated	Professional Development	2 training	7 trainings	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 as required.	Prepare the documents	90 %	95 %	5	5	4	4.67	
		PI 1.2 Number of subject bibliographies prepared and/or updated for programs under survey.	Bibliographic support for program under survey	1 bibliography	8 bibliographies	5	4	5	4.67	



		PI 1.3 Preparation for documents for AACUP and PSV	Prepare documents	100% completed	100% completed	5	5	5	5	Added
<b>VSAS MFO 3.1 Efficient and effective conduct of student support activities</b>										
		PI 3. No of library orientation conducted	Conduct orientation/instructions	1 session of orientation and/or instruction conducted	6 session of library orientation was conducted	4	5	5	4.67	
<b>UMFO 2. General Administration and Support Services</b>										
<b>OVPSAS STO 2.3. Percentage of clients served that rated the services rendered at least very satisfactory or higher</b>										
	<b>Frontline Services</b>	PI. 1 Efficient & customer-friendly frontline service: Zero percent of complaints from clients served	Customer Service	0% complaint	0% complaint	5	5	5	5	
<b>OVPSAS STO 2.4. Percentage of administrative services and financial/ administrative documents acted within time frame</b>										
		PI 1. Number of Units supervised, monitored, and coordinated efficiently.	Supervision	1 unit	1 unit	3	4	4	3.67	
		PI 2. Number of Official documents prepared, issued, acknowledged, signed, authenticated and inspected.	Number of receipts, notices, acknowledgements issued	100 official documents	324 official documents	4	5	5	4.67	
	Student Assistantship Management Services	PI. 1 Number of students supervised.	Student Assistant Recruitment and Onboarding	1 assigned SA	1 SA	4	5	4	4.33	
<b>OVPSAS STO 2.12 Percentage of ISO evidence compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit</b>										
		PI 1. Percentage of 5S implementation at the workplace	All Library staff	95%	97%	4	4	4	4	
<b>Total Over-all Rating</b>		<b>97.37</b>								

Average Rating (Total Over-all rating divided by 15)	4.64	Comments and Recommendations for Development Purposes:  <b>She is doing a great job assisting library users at the front desk. She possesses a friendly and helpful attitude. Continues to show attentiveness and willingness to improve.</b>
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.64	
ADJECTIVAL RATING	0	

Evaluated & rated by:



**VICENTE A. GILOS**  
University Librarian  
Date: 24 JAN 2025

Approved by:



**ALELI A. VILLOCINO**  
VP - Students Affairs & Services  
Date: JAN 28 2025

**PERFORMANCE MONITORING FORM**Name of Employee: **RUVILYN A. IDLISAN**

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	Provide effective assistance and resources for reference and reading needs.	300 satisfied patrons	Mar 4, 2024	Dec 27, 2024	Dec 27, 2024	Very impressive	Outstanding	
2	Oversee the borrowing and returning of library materials, ensuring efficient and effective circulation services.	no valid complaints	Mar 4, 2024	Dec 27, 2024	Dec 27, 2024	Very impressive	Outstanding	
3	Compile and maintain bibliographic listings for stakeholder information and accreditation purposes.	100% efficiently complied	Mar 4, 2024	Dec 27, 2024	Dec 27, 2024	Very impressive	Outstanding	
4	Prepare necessary documentation for AACUP accreditation, particularly for Parameter E.	100% complied	Mar 4, 2024	Dec 27, 2024	Dec 27, 2024	Very impressive	Outstanding	

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

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

Prepared by

  
**VICENTE A. GIROS**  
 University Librarian



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **RUVILYN A. IDLISAN**  
Performance Rating: **JANUARY - DECEMBER 2024**

Aim: \_\_\_\_\_

Proposed Interventions to Improve Performance:

Date: **JULY 2024**

Target Date: **DECEMBER 2024**

**First Step:** She can be improved through mentoring sessions with senior librarians and university librarian where she can learn best practices in library services, communication, and patron assistance.

**Result:** She is gaining self-confidence in her role.

Date: **JANUARY 2025**

Target Date: **JUNE 2025**

**Next Step:** Attending relevant training on customer service and library operations will also help her build her skills.

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

Final Step/Recommendation:

Prepared by:



**VICENTE A. GILOS**  
University Librarian

Conforme:



**RUVILYN A. IDLISAN**



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: **JANUARY-DECEMBER 2024**

Name of Staff: **RUVILYN A. IDLISAN** 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

<b>A. Commitment (both for subordinates and supervisors)</b>		<b>Scale</b>				
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	54				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	4.5				
Overall recommendation: <b>Keep up the good work.</b>					



**VICENTE A. GILOS**  
Immediate Supervisor