



**Annex P**

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

Name of Administrative Staff: **IRISH V. FLORES**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	70%	<b>3.15</b>
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	<b>1.33</b>
<b>TOTAL NUMERICAL RATING</b>			<b>4.48</b>

TOTAL NUMERICAL RATING: 4.48  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.48

ADJECTIVAL RATING: VERY SATISFACTORY

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, **IRISH V. FLORES**, 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 **JANUARY-DECEMBER 2024**.

**IRISH V. FLORES**

Ratee

JAN 20 2025

Approved: **VICENTE A. GILOS**

University Librarian

24 JAN 2025

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	Target (January to 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										
		PI 4. Number of drafts made for Library Manual/Handbook revision to fit the recent Library Technological changes, services, trends and patron needs.	Manual revision	1 draft	1 draft	4	4	4	4	
LS 2	Technical Services	PI 1 No. of library resources processed.	-cataloguing & classification	20	152 volumes	4	5	4	4.67	
		PI 2 Number of titles of theses, dissertations, manuscripts, etc acquired, processed and catalogued	-cataloguing & classification	75	613 titles	5	5	4	4.67	
		PI 2.1 Number of titles of Filipiniana books encoded in the DLM	Barcoding and encoding	10	44 volumes	4	5	5	4.67	

		PI 2.2 Number of titles of theses, dissertations & special papers encoded in the DLM	Barcoding & encoding	75	613 titles	5	4	5	4.67	
		PI 7. Inventory conducted	Number of hours spent	1 inventory	1 inventory	4	5	5	4.67	
		PI 8. Number of Website/Interactive social media Pages maintained	- Social media engagement	1	1 Social media maintained	5	4	5	4.67	
		PI 9. Number of IT equipment) maintained		1 computer and 1 printer	1 IT equipment maintained	5	4	5	4.67	
		PI 10. No. of materials digitized	Digitization	20	28	4	5	5	4.67	Added
		PI 12 No. of articles authored for the newsletter	Newsletter contribution	1	1 title	4	4	5	4.33	
		PI 13 No. of books presented during LISM photovoice	Presentation of local (Samar & leyte) books	1	-					No competition is held.
		PI 14 No. of Bibliographies prepared	Listings of Books by program	2	13 bibliographies	5	5	5	5	
		PI 15 No. of monthly displays posted	Posted monthly display		9 posters	5	4	5	4.67	
		PI 16 No. of selected/ collated Filipiniana books for NCCA digitization	Selects books for digitization		333	5	4	5	4.67	Jan - June 2024

LS 3	Reader's Services	PI 1 No. of patrons served in terms of:				4	4	5	4.67	
		a. Printed materials		80 users	310					
		b. IT, On-line resources		25 users	115					
		c. Spaces		80 users	348					
		PI 2. No. of queries responded		80 reference queries	228 queries	4	4	4	4	
		PI 2. Number of materials acquired for special collection	Archiving	2	82 titles	4	4	4	4	
		Completion of the VSU Timeline (1924-2024) Memorabilia display	Display of VSU History		100%	5	4	3	4	Jan - June 2024
		Completion of the GAD Corner set up	Special collection		100%	5	5	5	5	Jan - June 2024
LS 5	Programs/Training and Activities	PI 1. Number of activities, programs attended/assisted/facilitated	-Attend activities and other programs	2 activities, meetings, etc.	27 activities	4	4	4	4	
		PI 2. Number of trainings/webinars attended/facilitated		2 trainings	10 trainings	5	5	5	5	
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	-Assist on Preparing documents	90%	95%	5	5	5	5	

VSAS MFO 3.1 Efficient and effective conduct of student support activities										
		PI 3 No. of Library instructions conducted	-conduct orientation/ instructions	1 sessions of orientation and/or instruction conducted	4	4	5	5	4.67	
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.										
		Number of correspondence/letter requests/documents received and filed.	-Secure the documents in safe & filed	25 documents	47 documents	4	5	5	4.67	
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	0% complaint	0% complaint	0% complaint	3	4	4	3.67	
OVPSAS STO 2.4. Percentage of administrative services and financial/ administrative documents acted within time frame										
		PI 1. Number of Sections supervised, monitored and coordinated efficiently.	-Administer Filipiniana Section & Viscaniana Collection	2 sections	2	4	4	4	4	
		PI 2. Number of Official documents prepared, issued, acknowledged, signed, authenticated and inspected	-No. of receipts, notices, acknowledgements issued	15 Official documents	250 official documents	5	5	5	5	
	Student Assistantship Management Services	PI. 1 Number of students who availed of an assistantship at the library	-	2 assigned SA	2 assigned SA	5	5	5	5	
		Number of student applicants for student assistantship			13	4	4	4	4	

		interviewed, recruited and selected								
		Number of newly recruit student assistants provided with instruction			13	4	4	4	4	
<b>OVPSAS ST0 2.12 Percentage of ISO evidences 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	5	4.33	
<b>OVPSAS ST0 3: Innovations &amp; new Best Practices Development Services</b>										
<b>Total Over-all Rating</b>		<b>135.04</b>								

Average Rating (Total Over-all rating divided by 30 )	<b>4.50</b>	Comments & Recommendations for Development Purpose:  <b>Performs duties well but needs to improve communication consistency when interacting with both colleagues and library patrons. Developing clearer and more proactive communication will enhance teamwork and service quality.</b>
Additional Points:		
Punctuality		
Approved Additional points		
FINAL RATING	<b>4.50</b>	
ADJECTIVE RATING	<b>VS</b>	

Evaluated & Rated by:

**VICENTE A. GILOS**  
University Librarian

Date: 24 JAN 2025

Approved by:

**DR. ALELI A. VILLOCINO**  
VP-Student Affairs and Services

Date: JAN 28 2025

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

**PERFORMANCE MONITORING FORM**Name of Employee: **IRISH V. FLORES**

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	Collect, acquire, archive and integrate local history and Viscaiana materials into the library collection.	6 Titles	Jan 2, 2024	Dec 27, 2024	Dec 20, 2024	Impressive	Very Satisfactory	
2	Organize and prepare newly acquired local history and Viscaiana materials for use by students and staff.	100%	Jan 2, 2024	Dec 27, 2024	Dec 20, 2024	Impressive	Very Satisfactory	
3	Compile and maintain bibliographic listings for stakeholder information and accreditation purposes.	2 sets of bibliographic listing	Jan 2, 2024	Dec 27, 2024	Dec 20, 2024	Impressive	Very Satisfactory	
4	Manage the recruitment and selection process for student assistants to supplement the library workforce.	100%	Jan 2, 2024	Dec 27, 2024	Dec 20, 2024	Impressive	Very Satisfactory	
5	Prepare necessary documentation for AACUP accreditation, particularly for Parameter E.	100%	Jan 2, 2024	Dec 27, 2024	Dec 20, 2024	Impressive	Very Satisfactory	

\* 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: **IRISH V. FLORES**  
Performance Rating: **JANUARY - DECEMBER 2024**

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

Proposed Interventions to Improve Performance:

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

**First Step:** She needs to undergo training on teamwork and collaboration.  
Regular feedback should be provided for effective support.

**Result:**

Date: **JANUARY 2025** Target Date: **JUNE 2025**

**Next Step:** Attend a workshop on effective workplace communication.

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

Final Step/Recommendation:

Prepared by:

  
**VICENTE A. GILOS**  
University Librarian

Conforme:

  
**IRISH V. FLORES**



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: **JANUARY-DECEMBER 2024**

Name of Staff: **IRISH V. FLORES** 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	53				
<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	4.42				
Overall recommendation: <b>She performs her duties well but needs to improve communication consistency.</b>					



**VICENTE A. GILOS**  
Immediate Supervisor