UNIVERSITY LEARNING COMMONS (LIBRARY)
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7512; Local 1055
Email: library@vsu.edu.ph
Website: www.vsu.edu.ph

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	4.69	70%	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.43
		TOTAL NUMERICAL RATING	4.71

TOTAL NUMERICAL RATING: 4.71
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING   4.71

ADJECTIVAL RATING: "O"

Prepared by:

JANSEL JOI C. VILLAS
Name of Staff

Reviewed by:

VICENTE A. GILOS
Department/Office Head

Recommending Approval:

N/A
Dean/Director

Approved:

ALELI A. VILLOCINO
Vice President-Students Affairs
and Services

Vision: A globally competitive university for science, technology, and environmental conservation.
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Page 1 of 1
FM-HRM-27
V0 11-12-2021
No. 24-01

INDIVIDUAL PERFORMANCE ACCOMPLISHMENTS & REVIEW (IPAR) FORM

I, **JOVELYN H. MABUAN** of the **UNIVERSITY LEARNING COMMONS (LIBRARY)** commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July to December 2023**.

JOVELYN H. MABUAN
Ratee
JAN 1 8 2024

Approved:

VICENTE A. GILOS
Head of Unit
JAN 2 2 2024

MFOs/PAPs	Success Indicators	Task Assigned	Target Jan – Dec 2023	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
UMFO 5 Support Operations									
VSAS STO1: ISO 9001:2015 ALIGNED DOCUMENTS									
LS STO1: ISO 9001:2015 aligned documents and complaint processes	PI 1. Percentage of 5S implementation at the workplace	Frontline Service	96%	99%	5	5	5	5	
VSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIEREMENTS5									
LS STO 2 ARTA aligned compliance and Reporting requirements	PI 1. Percentage of satisfied clients during the library satisfaction survey	Frontline Service	96%	100%	5	5	5	5	
VSAS STO4: INNOVATION AND BES PRACTICES									
	PI 1. Number of articles authored/ contributed to the Newsletter issue	Technical work	1	1	5	4	4	4.33	
VSAS MFO LS (for Library Services)									

LS 1 Technical Services	PI 1. a. Number of library materials cataloged and classified	Technical work	60	40	5	4	4	4.33	
	b. Number of Library materials recorded to accession book	Technical work	60	40	5	4	4	4.33	
	c. Number of shelflist/inventory card prepared and generated	Technical work	60	40	5	4	4	4.33	
	d. Number of library materials encoded to the database and provided with abarcode	Technical work	500	163	5	5	5	5	
	PI 2. Number of Journals/Magazines received and monitored	Technical work	3	3	4	4	4	4	
	PI 3. Number of Junior/Senior High theses, manuscripts, etc. received and checked	Technical work	15	136	5	5	5	5	
	PI 4 Number hour spent in physical inventory of library materials	Technical work	198	240	5	5	5	5	
	PI 5. Number of social media/group page maintained/ updated.	Technical work	2	2	5	4	5	4.67	
	PI 6. a. Number of newly acquired library materials/ resources list prepared	Technical work	2	3	5	5	4	4.67	
	b. Number of copies of newly acquire library material/ resources list printed and dissimilated/ displayed for customers awareness	Technical	3	6	5	5	5	5	

LS 2 Reader's Services	PI 1. Number of books check-out and or check in	Frontline Service	50	28	5	4	4	4.33	
	PI 2. Number of queries responded (direct/ reference type)	Frontline Service	150	101	5	5	5	5	
	PI 3. Number of orientation and instructions conducted	Frontline Service	1						Attended a seminar during the orientation. (Presented by another librarian)
	PI 4. Number of power point presentation prepared for orientation		-	1	5	5	5	5	Added*
LS 4 Programs/ Trainings and Activities	PI 1. Number of meetings and activities attended		6	7	5	5	5	5	
LS 5	PI 2. Number of seminars attended		2	2	5	5	5	5	
Support to Quality Assurance, Program and Institutional Accreditation Services	PI1 Number of documents prepared for AACCUP, RQAT, COPC etc. survey visit	Technical work	2	10	5	5	5	5	
	PI 2. Number of program bibliographies prepared and submitted	Technical work	6	3	5	4	4	4.33	
UMFO 6 - GENERAL ADMINISTRATIVE AND SUPPORT SERVICES									
LS GASS 1 Frontline Services	PI 1. Efficiency and customer-friendly frontline services	Frontline Service	0 Complaint	0 Complaint	5	5	5	5	
LS GASS 2 Admin and	PI 1. Number of units managed and supervised daily	Managerial	1	1	5	4	4	4.33	

Facilitative Services									
	PI 2. a. Number of official documents filled-up/ prepared and submitted (e.g. SALN, IPCR, etc.)	Supervisory	6	5	5	5	4	4.67	
	b. Number of evaluation documents of JO filled up for contract renewal	Supervisory	2	1	5	5	4	4.67	
	c. Number of request, evaluated, verified and approved	Supervisory	3	3	5	4	4	4.33	
	d. Number of Daily Time Records (DTR), accomplishment reviewed and signed	Supervisory	24	11	4	4	3	3.67	
	PI 3. Number of requests, evaluated, verified and approved as TWG	Supervisory	1	6	5	5	5	5	
	PI 4. Number of PPMP/ requests for job order, purchase, etc. signed and submitted.	Supervisory	4	8	5	5	5	5	
	PI 5. Number of Clearances verified and countersigned/ Signed	Supervisory	4	407	5	5	5	5	
LS GASS 3 Student Assistantship Management Services	PI1 a. Number of Student Assistant Trained, given orientation and instruction for duties and responsibilities	Supervisory	4	2	5	4	5	4.67	
	b. Number of Student Assistants supervised	Supervisory	4	2	5	4	5	4.67	
Total Over-all Rating								145.33	

Average Rating					4.69	
Adjectival Rating					O	

Average Rating (Total Over-all rating divided by)			Comments & Recommendations for Development Purpose:
Additional Points:			Consider intensifying community engagement like organizing events, book clubs, and reading challenges to create a vibrant library community.
Punctuality			
Approved Additional points			
FINAL RATING			
ADJECTIVE RATING			

Evaluated & Rated by:

VICENTE A. GILOS
Dept/Unit Head

Date: _____22 JAN 2024_____

Approved by:

ALELI A. VILLOCINO
VP - Student Affairs & Services

Date: _____25 JAN 2024_____

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

Exhibit I

PERFORMANCE MONITORING FORM

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	Encodes Library materials to the database and provided with a barcode	30	July 1, 2023	December 29, 2023	December 29, 2023	Very impressive	Outstanding	
2	Prepares and submits documents for AACCUP, RQAT, COPC etc. visits	1	July 1, 2023	December 29, 2023	December 29, 2023	Very impressive	Outstanding	
3	Manages and supervises VIHS Library efficiently	No complaint	July 1, 2023	December 29, 2023	December 29, 2023	Very impressive	Outstanding	
4	Number of reference queries responded	75	July 1, 2023	December 29, 2023	December 29, 2023	Very impressive	Outstanding	

Either very impressive, impressive, needs improvement, poor, very poor
** *Outstanding, very satisfactory, satisfactory, unsatisfactory, poor*

Prepared by:

VICENTE A. GILOS
Unit Head

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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY - DECEMBER 2023
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
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

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Page 1 of 2
FM-HRM-26
V0 11-12-2021
No. 24-01

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	:		

VICENTE A. GILOS
Printed Name and Signature
Chief Librarian

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOVELYN H. MABUAN**
Performance Rating: JULY – DECEMBER 2023

Aim:

Proposed Interventions to Improve Performance:

Date: DECEMBER 2023   Target Date: JANUARY 2024

First Step:
It is suggested that she will be exposed to training on Supervisory Skills and as AACCUP Accreditor.

Result:
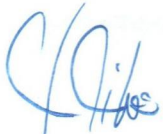Recommended to attend training which is related to above-mentioned topic.

Date: _____   Target Date: _____

Next Step:

Outcome:_____

Final Step/Recommendation:

Prepared by:

VICENTE A. GILOS
Unit Head

Conforme:

JOVELYN H. MABUAN
Name of Ratee Faculty/Staff