



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

**Annex P**

Name of Administrative Staff: **GILOS, VICENTE A.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.7	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.7	30%	1.41
<b>TOTAL NUMERICAL RATING</b>			<b>4.70</b>

TOTAL NUMERICAL RATING: 4.70

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING:                     

FINAL NUMERICAL RATING 4.7

ADJECTIVAL RATING: "O"


Prepared by:

Reviewed by:

  
**CRISILDA MARIE C. ROBLE**  
Name of Staff

  
**VICENTE A. GILOS**  
Department/Office Head

Approved:

  
**ALELI A. VILLOCINO**  
Vice President – Students Affairs  
And Services

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, VICENTE A. GILOS, of the Visayas State University commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period July to December 2021.

  
VICENTE A. GILOS

Ratee

  
ALELI A. VILLOCINO

VP – Students Affairs & Services

Approved: **EDGARDO E. TULIN**  
President

MFO & PAP's	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
VSAS MFO 1 : ISO 9001:2015 aligned documents	PI 1 No. of quality procedures prepared or reviewed for revision	Technical work	2 quality procedures	10 Quality Procedures	5	5	5	5	For Month of July only
	PI 2 2 libraries operations managed efficiently	Managerial	0 complaint	0 Complaint	5	5	5	5	
OCLMFO 2 Expert Service									
	PI 1. Number of programs provided/rendered i.e. acting as internal AACCUP accreditor or ISO Auditor.	Expert Services	1 program	5 Programs	5	5	5	5	
OCLMFO 3 Technical Services									
Technical Services	PI 1. A. Number of materials Catalogued and Classified or re-classified	Technical Services	60 library materials	63 Library Materials	5	4	3	4	
	B. Number of Library materials accessioned	Technical Services	25 books	37 Books	5	4	3	4	
	PI 3. A. No. of library materials encoded to the database	Technical Services	60 library materials	63 Library Materials	5	4	3	4	
	B. No. of library materials provided with barcode	Technical Services	60 library materials	63 Library Materials	5	4	3	4	
	C. No of entries in DLM reviewed, edited and updated	Technical Services	25 entries	26 Entries	4	4	3	4.33	



	PI 4. A. No. of documents prepared for AACUP, CHED RQUAT, ISO, etc. accreditation/requirements	Technical Services	3 documents	8 Documents	5	5	5	5	
	B. No. of bibliographies prepared for accreditations and other purposes	Technical Services	1 bibliography	2 Bibliography	5	5	5	5	
	PI 8. B. No. of hours spent in doing shelf reading and shelving	Technical Services	20 hours	30 Hours	5	5	5	5	
OCLMFO 4 Reference and Reader's Services									
Reference and Reader's Services	PI 1 A. No. of students, faculty, staff & researchers with reference queries assisted and or responded	Reader's Services	12 clients-students, faculty, staff and researchers	23 Clients	5	5	5	5	
	PI 2 A. No. of students, faculty, staff and researchers online reference queries responded	Reader's Services	13 patrons	15 Patrons	5	5	4	4.67	
	PI 3 A. No. of hours spent in the preparation and the conduct of orientations		6 hours	8 Hours	5	5	5	5	Month of August Only
OCLMFO 5 Repository Services									
Repository Services	PI 3. A. Number of materials for Viscaiana materials received		6 materials	10 Materials	5	5	5	5	
OCLMFO 6 – GENERAL ADMINISTRATIVE SUPPORT SERVICES MANAGEMENT									
Administrative and Facilitative Services	PI 1 A. Number of Official documents reviewed and signed (PPMPs, PRs, JO Payrolls, IPCRs, Delivery receipts, Acknowledgement, etc.)	Frontline Services	150 documents	392 Documents	5	5	5	5	
	B. Number of official notices and communications signed (Overdue notices, Correspondence, Memos	Frontline Services	25 notices or communications	78 Notices/Communications	5	5	5	5	
	C. Number of Clearances Signed	Frontline Services	50 clearances	453 Clearances	5	5	5	5	
	PI 5. A. No. of Library/ies managed efficiently	Managerial	2 libraries	2 Libraries	5	5	4	4.67	

	B. Number of reports prepared and submitted	Managerial	3 reports	3 Reports	5	4	4	4.33	
	C. No. hours spent in meetings attended	Managerial	8 hours	58 Hours	5	5	5	5	
OCLMFO 7 - Efficient and Customer-friendly Assistance									
	PI 1 Percentage of efficiency and customer-friendly frontline services	Frontline Services	95 percent	98 Percent	5	4	5	4.67	
OCLMFO 8 - Income Generating Services									
	PI 2 Number of IGP reports reviewed and signed	Income Generating Project	1 report	6 Report	5	5	5	5	

Average Rating (Total Over-all rating divided by 19)	<b>108.34</b>	
Additional Points:		
Punctuality		
Approved Additional points		
FINAL RATING	<b>4.71</b>	
ADJECTIVE RATING	<b>"O"</b>	

Comments & Recommendations for Development Purpose:  
His output is greatly affected by not having a secretary. It is suggested to fast rack the hiring of Office of the Chief Librarian Secretary.

Evaluated by:

  
**ALELI A. VILLOCINO**

Immediate Supervisor

Date: \_\_\_\_\_

Approved by:

  
**ALELI A. VILLOCINO**

VP – Students Affairs & Services

Date: \_\_\_\_\_

- 1- Quality
- 2- Effectiveness
- 3- Timeliness
- 4- Average





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021

Name of Staff: VICENTE A. GILOS

Position: CHIEF LIBRARIAN

**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.**

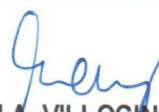
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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.	5	<u>4</u>	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	<u>5</u>	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	<u>4</u>	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	<u>4</u>	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	<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	<u>5</u>	4	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



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		23/17				
Average Score		4.7				

Overall recommendation :

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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VICENTE A. GILOS  
Performance Rating: \_\_\_\_\_

Aim:  
Proposed Interventions to Improve Performance:

Date: July 2021      Target Date: December 2021

First Step: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Result: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


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

Final Step/Recommendation: The proposed five year Library Development Plan which include the staff development plan should be fully implemented in 2022 onwards.

Prepared by:

  
ALELI A. VILLOCINO  
VP-Student Affairs & Services

Conforme:

  
VICENTE A. GILOS  
Name of Ratee Faculty/Staff