



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **EDUARDO R. ABANERA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.23	70%	2.96
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
TOTAL NUMERICAL RATING			4.29

TOTAL NUMERICAL RATING: 4.29

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.29

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

JANSEL JOI C. VILLAS
Administrative Aide IV

Reviewed by:

VICENTE A. GILOS
Chief Librarian


Approved:


ALELI A. VILLOCINO
Vice President for SAS



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **EDUARDO R. ABANERA** 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 to June 2024**.


EDUARDO R. ABANERA
 Ratee
 23 JUL 2024


 Approved: **VICENTE A. GILOS**
 Head of Unit
 JUL 25 2024

MFOs/PAPs	Success Indicators	Task Assigned	Target January - December 2024	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1. WORLD CLASS EDUCATION									
VSAS MFO 1.1 Efficient and Effective Library Services									
LS 2 Technical Services	PI 1 Number of library materials repaired and rebound	Collection preservation	20	10	3	3	3	3	
	PI 2 Number of library materials shelves and re-shelves	Shelf reading	30	20	4	4	3	4.33	
	PI 3. Number of Junior/Senior High manuscripts delivered for binding and picked up.	Collection development assistance	20	123	5	5	5	5	
	PI 4 Number hour spent in the physical inventory of library materials	Inventory of library collection	98						Conducted on July
	PI 5 Number of copies of newly acquire library material/ resources list delivered/ dissimilated to concern departments	New acquisitions	3						Once a year (Second Term)
LS 3 Reader's Services	PI 1. Number of clients assisted and given accurate answers for direct queries	Frontline Service	20	15	4	3	3	3.33	
	PI 2. Number of hours spent in securing and/or safeguarding entrance and exit doors	Monitoring management	900	540 hours	5	5	5	5	
	PI 3. Number of statistics prepared and counted for recording	Data collection	2	2	3	3	3	3	
	PI 4. Number of AVR user assisted and watched over	Customer Service	50	64	5	5	5	5	
LS 5	PI 1. Number of trainings/ seminars attender for professional growth	Professional development	1	3	5	5	5	5	

Programs/ Trainings and Activities									
	PI 2. Number of meetings and activities attended	Library engagement	4	6	5	4	5	4.67	
VSAS MFO 2.1 Efficient and effective delivery of quality procedure									
Support to Quality Assurance, Program and Institutional Accreditation Services	PI 1. Number of documents delivered to respective department as required for quality assurance visit	Documents delivery	2	2	3	3	3	3	
UMFO 2. General Administration and Support Services									
OVPSAS STO 2.3. Percentage of clients served that rated the services rendered at least very satisfactory or higher									
Frontline Services	PI 1. Efficiency and customer-friendly frontline services	Customer service	0 % Complaint	0%	5	5	5	5	
OVPSAS STO 2.4. Percentage of administrative services and financial/ administrative documents acted within time frame									
	PI 1 Number of official documents/ communication delivered/ followed up/ picked up	Documents delivery	5	19	5	5	5	5	
	PI 2. Number of PPMP/ PR delivered for signature/ picked up as approved/ disapproved.	Documents delivery	3	4	5	5	5	5	
	PI 2 a. Number of hours spent in cleaning the High School library surrounding daily.	Cleaning hours	476 hours	337 hours	5	4	3	4	
	b. Number of hours spent in grass cutting and gardening	Maintenance hours	24 hours	48 hours	5	5	5	5	
	c. Number of hours spent in taking care and or watering of plants	Maintenance hours	238 hour s	67 hours	2	2	2	2	
	PI 3 Number of hours spent in opening and closing windows and doors, checking and securing facilities, electrical, and other equipment for safety and security of the library and its resources.	Safety and security control	36 hours	33 hours	5	4	5	4.67	
Income Generating Services	PI 1. Number these delivered for binding	Collection development assistance	20	123	5	5	5	5	
	PI 2. Number times remitted the cash for receipt issuances to college library	Financial management	22	20	5	5	5	5	
OVPSAS STO 2.12 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit									
	PI 1. Percentage of 5S implementation at the workplace	ISO quality management	96%	97%	4	3	3	3.33	
Total Over-all Rating								84.67	

Average Rating (Total Over-all rating divided by 20)	4.23	Comments & Recommendations for Development Purpose: Eddie has shown diligence in completing assigned tasks, though there is still a need for improvement in efficiency and familiarity with all responsibilities. Encourage him to attend any available training sessions or workshops that can enhance his skills and knowledge related to his role.
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.23	
ADJECTIVAL RATING	VS	

Evaluated & Rated by:

VICENTE A. GILOS

Dept/Unit Head

Date: 25 JUL 2024

Approved by:

ALELI A. VILLOCINO

Vice President for SAS

Date: JUL 25 2024

PERFORMANCE MONITORING FORM

Name of Employee: **EDUARDO R. ABANERA**

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	Opens and closes doors and windows	15 minutes/ day	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	
2	Inspects the building to make sure that electrical equipment and apparatus are off	15 minutes/ day	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	
3	Takes care of the ornamental plants	20 hours	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	
4	Helps the books repairs in the bindery	50 volumes	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	
5	Sends communications, notices, acknowledgement letters to other departments	20 communications and other documents	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	
6	Number of hours cleaning the library	25 hours	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	

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

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

Prepared by


VICENTE A. GILOS
 Chief Librarian

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **EDUARDO ABANERA**
Performance Rating: **JANUARY - JUNE 2024**

Aim: _____

Proposed Interventions to Improve Performance:

Date: **JANUARY 2024** Target Date: **JUNE 2024**

First Step: Training for Bindery works and book repairs

Result:


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

Next Step: Seminar on Customer Frontline Service

Outcome: _____

Final Step/Recommendation:

Prepared by:


VICENTE A. GIROS
Chief Librarian

Conforme:


EDUARDO R. ABANERA



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY-JUNE 2024**

Name of Staff: **EDUARDO R. ABANERA**

Position: **ADMINISTRATIVE AIDE IV**

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 (<i>both for subordinates and supervisors</i>)		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
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		53				
Score						
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						
Average Score		4.42				
Overall recommendation:						


VICENTE A. GILOS
 Immediate Supervisor