

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINSTRATIVE STAFF (VSU UNIVERSITY LIBRARY)**  
**JANUARY – JUNE 2019**

Name of Administrative Staff: **JOSE F. SAULAN – Administrative Aide - I**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.69	4.69 X .70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.83	3.83 X .30%	1.14
<b>TOTAL NUMERICAL RATING</b>			<b>4.57</b>

TOTAL NUMERICAL RATING: **4.57**

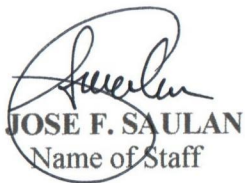
Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

ADJECTIVAL RATING: **"VS"**

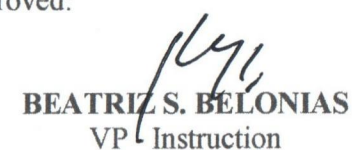
Prepared by:

Reviewed by:

  
**JOSE F. SAULAN**  
 Name of Staff

  
**ANDRELI D. PARDALES**  
 Department/Office Head

Approved:

  
**BEATRIZ S. BELONIAS**  
 VP Instruction

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **JOSE F. SAULAN** of the University Library commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2019

**JOSE F. SAULAN**  
Ratee

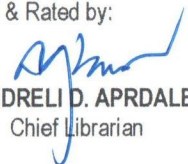
Approved:

**ANDRELI D. PARDALES**  
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2019 Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5 Support to Operations (STO)										
LIBMF O 3	Faculty Evaluation Services									
UFMO 6 General Administration and Support Services (GASS)										
LIBMF O 2	Efficient and Customer-friendly assistance	PI 1 Efficient and customer-friendly frontline service	Messengerial work	0 Complaint from client	0 Complaint from client	5	5	5	5	
	Technical Services	PI 2 No. of communications/notices/ acknowledgement letters send to Records section.	"	129 communications/ notice, acknowledgment Letter	151 communications/ notice, acknowledgment Letter	4.5	5	5	4.83	
		PI 3 Number of official documents follow up: Purchase Requests Vouchers Appointments (JO) Leave applications Payroll (JO & Emergency Worker) Payroll Student Assistant (H.S. & College) Travel documents Monthly report of project sales Job requests	"	Documents follow-up:  205 PR's, vouchers, JO appointment, Leave application, payroll (JO & SA), travel documents, monthly report, Job request, Inspection reports, Job Request, RIS & ARE's	Documents follow-up:  255 PR's, vouchers, JO appointment, Leave application, payroll (JO & SA), travel documents, monthly report, Job request, Inspection reports, RIS &	5	5	5	5	

		Inspection Reports with Sales Invoice, Job Request, RIS, & ARE's			ARE's					
		PI 4. Number of DTRs attached VL / SL and Schedule of Special Duties of (Permanent & Casual employee) every month	"	11 DTRs with attachments	11 DTRs with attachments	4.5	4.5	4.5	4.5	
		PI 5 Number of facilities (CR) cleaned, managed and maintained (first floor)	"	3 CRs cleaned and maintained (2 <sup>nd</sup> floor)	3 CRs cleaned and maintained (2 <sup>nd</sup> floor)	4.5	4.5	4.5	4.5	
		PI 6 Number of hours spent watering and maintaining plants (second floor)	"	15 minutes(twice a day in every week)	15 minutes(twice a day in every week)	4.5	4.5	4.5	4.5	
		PI 7. Number of hours spent cleaning / arranged the equipment at the AV room		Twice a week spent cleaning / arranged the equipment at the AV room	Twice a week spent cleaning / arranged the equipment at the AV room	4.5	4.5	4.5	4.5	
Total Over-all Rating					Comments & Recommendations for Development Purpose:  He can be defended upon in the fast processing of papers but needs to limit his absences.					
Average Rating (Total Over-all rating divided by 7)			32.83							
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING			4.69							
ADJECTIVAL RATING			"O"							

Evaluated & Rated by:

  
**ANDRELI D. APRDALES**  
Chief Librarian

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

1 – Quality

2 – Efficiency

3 – Timeliness

Approved by:

  
**BEATRIZ S. BELONIAS**  
VP - Instruction

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

4 – Average



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019

Name of Staff: JOSE F. SAULAN

**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	<u>4</u>	3	2	1
2. Makes self-available to clients even beyond official time	5	<u>4</u>	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	<u>4</u>	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	5	<u>4</u>	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	<u>3</u>	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	<u>4</u>	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	<u>4</u>	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	<u>4</u>	3	2	1
11 Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1
12 Willing to be trained and developed	5	4	<u>3</u>	2	1
Total Score					
<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					
46 / 12					
Average Score					
3.83					

Overall recommendation : \_\_\_\_\_

  
**ANDRELI D. PARDALES**  
 Name of Head

Exhibit I

**PERFORMANCE MONITORING FORM**

January – June 2019


Name of Employee: SAULAN, JOSE F.

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	Follow up documents:	Jan – Jun	Jan – June	Jan – June	Jan – June	VS	VS	VS
2	Facilitate notices, letters, memos, etc.	Jan – June	Jan – June	Jan – June	Jan – June	VS	VS	VS
3								
4								

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

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

Prepared by:

  
**ANDRELI D. PARDALES**  
 Chief Librarian



## EMPLOYEE DEVELOPMENT PLAN

January – June 2019

Name of Employee: SAULAN, JOSE F.  
Performance Rating:

Aim: To improve

Proposed Interventions to Improve Performance:

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

First Step: To minimize his absences

Maximize time in following up papers

Result: Lessen absences

Improved Outputs

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

Next Step:

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

Final Step/Recommendation:

\_\_\_\_\_

Conforme:



**JOSE F. SAULAN**  
Name of Ratee Faculty / Staff

Prepared by:



**ANDRELI D. PARDALES**  
Unit Head