

# OFFICE F THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

JOSE F. SAULAN

	Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1.	Numerical Rating per IPCR	4.56	4.56 X 70%	3.10
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.75	3.75 X 30%	1.13
		4.23		

Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	4.23	
FINAL NUMERICAL RATING	4.23	
ADJECTIVAL RATING:	VS"	

Allow

Prepared by:

Name of Staff

Reviewed by:

VICENTE A. GILOS Department/Office Head

Approved:

ALELI A. VILLOCINO

Vice President for Students Affairs & Services

#### 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 JULY TO DECEMBER 2020

OSE F. SAULAN

Ratee

Approved:

VICENTE A. GILOS

Head of Unit

MFOs/PAPs	Success Indicators Tasks Assigned	Tasks Assigned 2020 Target		Actual Accomplishment		Rat	ing		Remarks
				/ toodinphonnon.	Q1	E <sup>2</sup>	T <sub>3</sub>	A <sup>4</sup>	
UMFO 5 Support to Operations (STO)									
Faculty Evaluation Services									
UFMO 6 General Administra	ation and Support Service	s (GASS)							
Efficient and Customer-friendly assistance	PI 1 Efficient and customer- friendly frontline service	Secretariat work	0 Complaint from client	0 Complaint from client	5	4	4	4.33	
Technical Services	PI 2 No. of communications/notices/ acknowledgement letters for books and other donations delivered	Technical work	29 communications/ notices/acknowledge ment letter delivered	48 communications/ notices/acknowledge ment letter delivered	5	5	5	5	
LIBMO 5 SUPPORT OPERATIONS (STD)									

	· · · · · · · · · · · · · · · · · · ·	, **** <sub>N</sub>						
PI 1 Number of official documents follow up: Purchase Request Vouchers Appointment J.O.	sts	14 PR's 26 Vouchers 6 JO Appointment	35 PR's 26 Vouchers 6 JO Appointment	5	5	4	4.67	
Leave application Travel documents Payroll (JO) Monthly report of project sales	s	20 Leave application 12 Payrolls (JO)	25 Leave application 12 Payrolls (JO)					
Job requests Inspection Report with Sales Invoice & Official Receipt for (Pe Cash) (College & H.S.	etty	6 monthly report 10 Job Request 129 Inspection Reports with Sales Invoice & Official Receipt for (Petty Cash) (College	6 monthly report 15 Job Request 139 Inspection Reports with Sales Invoice & Official Receipt for (Petty Cash) (College					
Submit IPCR Target & IPCR Accomplishment (July-Dec 2020)		& H.S. Lib)  All Library Staff (Permanent & Casual)	& H.S. Lib)  All Library Staff (Permanent & Casual)					
PI 2. Number of hours securing the library and facilities		900 hours (24 weeks)	900 hours (24 weeks)	5	4	4	4.33	
PI 3. Number of hours cleaning library facilitie (Cleaning CR, arrangir tables and chairs, etc.)	es ng	900 hours (24 week)	900 hours (24 week)	5	4	4	4.33	
PI 4. Number of hours spend grass cutting the Univ. Library surround	Technical Services e lings	Twice a month	Twice a month	5	5	4	4.67	
PI 4. Number of hours doing annual inventory		160 hours (4 weeks)		N/A	N/A	N/a	N/A	Done last June 2020

27.33	
21.00	
4.56	
"VS"	

Comments & Recommendations for Development Purpose:

He fits his role a messenger well. He is very productive when given a vital role in a team.

Evaluated & Rated by:

VICENTE A GILOS Chief Librarian

1 – Quality 2 – Efficiency

3 – Timeliness

4 - Average

Approved by:

VP Student Affairs and Services

## Exhibit I

## PERFORMANCE MONITORING FORM

July to December 2020

Name of Employee: JOSE F. SAULAN

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	No. of communications / notices, etc. delivered	28 communications	July 2020		Dec. 2020	Needs improve- ment	Satisfactory	Not all delivered communications are documented
	No. of PPMPs and PRs submitted and constantly followed – up	121 PRs	July 2020	Dec. 2020	Dec. 2020	Impressive	Very satisfactory	
3								
4								

<sup>\*</sup> Either very impressive, impressive, needs improvement, poor, very poor

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

Prepared by:

VICENTE A. GILOS
Unit Head



#### OFFICE THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpco@vsu.edu.ph Website: www.vsu.edu.ph

#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2020

Name of Staff: JOSE F. SAULAN Position: Admin. Aide - 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			

A. (	Commitment (both for subordinates and supervisors)		5	Scal	е	
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	<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	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	<u>5</u>	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		
	Score							
	eadership & Management (For supervisors only to be rated by higher supervisor)		S	Scal	е			
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			
2.	<ol> <li>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.</li> </ol>				2			
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			
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2			
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			
	Total Score				45 / 12			
	Average Score			3.75	5			

Overall recommendation	:			
	•			

VICENTE A. GILOS
Printed Name and Signature
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

July to December 2020

Name of Employee: J Performance Rating:	OSE F. SAULAN	
Aim: To lead the clear	ning of VSU Library surrounding	ngs
Proposed Interventions	s to Improve Performance:	
Date:	Target Date:	
First Step:		
He was tasks to do con	stant monitoring of all docume	nts that needs immediate actions.
Result:		
Some documents proce	esses were acted upon faster tha	n before
Next Step: He was preparation for the pos	Target Date: encouraged to attend more sible face—to-face contact with	trainings in customer service in library users someday.
Outcome Final Step/Recommend		
He needs more knowle	dge on records management.  Prepared by:	VICENTE A. GILOS Unit Head

Conforme:

JOSE F. SAULAN
Name of Ratee Faculty/Staff