

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(VSU UNIVERSITY LIBRARY)
July – December 2018**

Name of Administrative Staff: VICENTE A. GILOS

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.89	4.89 X 70%	3.42
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.11	4.11 X 30%	1.23
TOTAL NUMERICAL RATING			4.65


TOTAL NUMERICAL RATING: 4.65

Add: Additional Approved Points, if any: _____


TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: "O"


Prepared by:


VICENTE A. GILOS
Name of Staff

Reviewed by:


ANDRELI D. PARDALES
Department/Office Head *ho, 1190*

Approved:


BEATRIZ S. BELONIAS
VP- Instruction

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 2018.


VICENTE A. GILOS

Ratee

Approved:


ANDRELI D. PARDALES

Head of Unit *Dec 1/30*

MFO NO.	MFO & PAP's	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q1	E2	T3	A4	
UMFO 2 HIGHER EDUCATION SERVICES										
LIBMFO2	Student Management Services	PI 2 No. of student assistants interviewed, trained and deployed to different units	Frontline Services	12 student assistants	12 student assistants	4.5	4.5	5	4.66	
UMFO 5 SUPPORT TO OPERATIONS (STO)										
LIBMFO 5 Library Services		PI1. Percentage increase in the number of resources acquired and made available to students. Faculty, staff and researchers								
		PI1 A. No. of damaged book pulled out for repair	Technical Services	70 books	110 books	4.5	5	5	4.83	
		B. No. of hours spent in shelf reading and shelving books	Technical Services	90 hours	95 hours	5	5	5	5	
		C. Unpublished materials catalogued and classified	Technical Services	197 unpublished materials	215 unpublished materials	5	5	5	5	
		D. Number of VisCaiana materials added to the collection	Technical Services	40 materials	65 materials	4.5	5	5	4.83	
		E. Number books encoded to Destiny Library Management System	Technical Services	60 books	82 books	5	5	5	5	

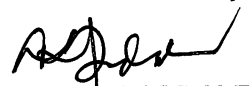
		F. Number of barcodes pasted to books	Technical Services	60 barcodes	82 barcodes	5	5	5	5	
		G. Number of subject bibliographies prepared and/or edited for AACUP or other purposes	Technical Services	2 subject bibliographies	4 subject bibliographies	4.5	5	5	4.83	
	Library services	PI2 Percentage increase in the number of students, faculty, staff & researchers availing of the Library facilities, services & resources								
		PI 2 A. No. of clients given reference/information services	Reader's Services	600 clients-students, faculty, staff and walk-in researchers	725 clients-students, faculty, staff and walk-in researchers	5	5	5	5	
		B. Books charged/discharged	Reader's Services	850 books	915 books	5	5	5	5	
		C. No. of hours spent completing inventory, housekeeping	Technical Services	80 hours	88 hours	5	4.5	5	4.83	
		D. Number of hours spent at the Circulation Unit during Special Duties	Readers' Services	60 hours	66 hours	5	5	5	5	
	Library Services	PI 3 Number of Best practices on students services implemented								
		PI 3 A. No. of hours spent in completing instruction and orientation	Best practices	5 hours	8 hours	5	5	5	5	
		B. Reader's Advisory	Best Practices	0 complaint from clients	0 complaint					
UMFO 6 – GENERAL ADMINISTRATIVE SUPPORT SERVICES										
LIBMFO1	Administrative and Facilitative Services	PI 5 A. No. of staff and students cleared (clearance)	Frontline Services	150 students and staff	185 students and staff	5	4.5	5	4.83	
		B. No. of documents, i.e. JO payrolls, overdue notices and applications for borrowers card signed	Frontline Services	125 documents	149 documents	5	5	5	5	
		C. No. hours spent in meetings/workshop/conferences attended	Frontline Services	16 hours	40 hours	4.5	5	5	4.83	

		D. No. of hours spent in planning and designing graphic arts for monthly display, signage and activity announcements.	Facilitative Service	16 hours	32 hours	4.5	5	5	4.83	
LIBMFO 2	Efficient and Customer-friendly frontline services	PI 1 Zero percent complaint from clients served	Queries of walk-in clients responded to accurately and efficiently.	0 complaint	0 complaint	5	5	5	5	
UMFO 8 Development Broadcasting & Communication Services										
	Repository Services	PI9. A. No. of softcopy of theses proof-read, checked and received	Technical Services	30 e-theses	24 e-theses	5	4.5	4.5	4.66	
		B. Number of hours given for Extension Library Service as AACCUP Internal Accreditor	Best Practices	8 hours	16 hours	4.5	5	5	4.83	
	Total Over-all Rating									

Average Rating (Total Over-all rating divided by 20)	97.96	
Additional Points:		
Punctuality		
Approved Additional points		
FINAL RATING	4.89	
ADJECTIVE RATING	"O"	

Comments & Recommendations for Development Purpose:
He needs to attend trainings, seminar on leadership & supervising development

Evaluated & Rated by:


ANDRELI D. PARDALES

Date: _____

a. Quality

b. Effectiveness

c. Timeliness

Approved by:


BEATRIZ S. BELONIAS
VP - Instruction

Date: _____

d. Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JULY – DECEMBER 2018**

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

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
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					
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	70 / 17				
Average Score	4.11				

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head *che 1/30*

Exhibit I

PERFORMANCE MONITORING FORM

JULY – DECEMBER 2018


Name of Employee: GILOS, VICENTE A.

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	Prepare documents for AACCUP	Bibliographies	Any months	September 2018	September 2018	Impressive	Improve	
2								
3								
4								

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

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

Prepared by:


ANDRELI D. PARDALES
 Chief Librarian *che 11/30*

EMPLOYEE DEVELOPMENT PLAN

July – December 2018

Name of Employee: GILOS, VICENTE A.

Performance Rating:

Aim: To give way to co-workers

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Encourage to pursue his plan to enrol in a Ph.D. degree since Ms. Baro already graduated in her MSLIS

Result: He scouted Cebu City's universities for a degree program that will be comformable to Library education / management

Date: _____ Target Date: _____

Next Step:

To look for possible time and work related specialization.

Outcome: Planned enrolment by June 2017

Final Step/Recommendation:


Conforme:



VICENTE A. GILOS

Name of Ratee Faculty / Staff

Prepared by:


ANDRELI D. PARDALES
Unit Head *du 1/10*