

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(VSU UNIVERSITY LIBRARY)
JAN-JUNE 2016**

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	4.78		3.34
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.40		1.62
TOTAL NUMERICAL RATING			4.96

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: **4.96**

ADJECTIVAL RATING: **"0"**

Prepared by:


VICENTE A. GILOS

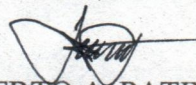
Name of Staff

Reviewed by:

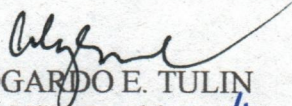

ANDRELI D. PARDALES

Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
VSU-President

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January-June 2016**

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

Position: **College Librarian II**


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
2.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
3.	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
4.	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
5.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
6.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
7.	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
8.	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
9.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
10.	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					54 / 10				
Average Score					54				

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head

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 JANUARY to JUNE 2016.

VICENTE A. GILOS
Ratee

Approved:

ANDRELI D. PARDALES
Head of Unit

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	17	4.5	5.0	5.0	4.83	
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	60 books	72 books	5.0	5.0	4.5	4.8	
		B. No. of hours spent in shelf reading	Technical Services	90 hours	140hours	4.5	4.5	4.5	4.5	
		C. Unpublished materials catalogued and classified	Technical Services	197 unpublished materials	235 unpublished materials	4.5	5.0	5.0	4.83	
		D. Number of VisCaiana materials added to the collection	Technical Services	36 materials	45 materials	4.5	5.0	4.5	4.67	
		E. Number books encoded to Destiny Library Management System	Technical Services	50 books	80 books	5.0	4.5	5.0	4.8	
		F. Number of barcodes pasted to books	Technical Services	50 barcodes	84 barcodes	5.0	5.0	4.5	4.8	
		G. Monthly changing of password and Wifi configuration completed	Technical Services	100%	100%	4.5	5.0	5.0	4.8	
		Number of subject bibliographies prepared	Technical	2 subject	9 subject	5.0	5.0	5.0	5.0	

43.03

		and/or edited for AACUP or other purposes	Services	bibliographies	bibliographies					
	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	572 clients-students, faculty, staff and walk-in researchers	752 clients-students, faculty, staff and walk-in researchers	5.0	5.0	4.5	4.8	
		B. Books charged/discharged	Reader's Services	850 books	1024 books	4.5	5.0	4.5	4.67	
		B. Daily statistics of book loaned out and in-house prepared	Reader's Services	No error	No error	4.5	5.0	5.0	4.8	
		C. No. of hours spent completing inventory, housekeeping	Technical Services	80 hours	160 hours	5.0	5.0	4.5	4.8	
		D. Number of hours spent at the Circulation Unit during Special Duties	Readers' Services	60 hours	70 hours	5.0	5.0	4.5	4.8	
	Library Services	PI 3 Number of Best practices on students services implemented								
		PI 3 A. No. of hours spent in completing instruction	Best practices	2 hours	4 hours	4.5	5.0	5.0	4.83	
		B. Reader's Advisory	Best Practices	0 complaints from clients	0 complaints from clients	4.5	5.0	4.5	4.66	
UMFO 6 – GENERAL ADMINISTRATIVE SUPPORT SERVICES										
LIBMFO1	Administrative and Facilitative Services	PI 5 A. No. of staff and students cleared (clearance)	Frontline Services	100	197	5.0	4.5	5.0	4.8	
		B. No. of documents, i.e. JO payrolls, overdue notices and applications for borrowers card signed	Frontline Services	100 documents	145 documents	5.0	4.5	4.5	4.66	
		C. No. hours spent in meetings/workshop/conferences attended	Frontline Services	16 hours	64 hours	4.5	5.0	5.0	4.8	
LIBMFO 2	Efficient and Customer-friendly	PI 1 Zero percent complaint from clients served	Queries of walk-in clients responded to	0 complaint	0 complaint	5.0	5.0	4.5	4.8	

	frontline services		accurately and efficiently.							
UMFO 8 Development Broadcasting & Communication Services										
	Extension Services	No. of hours spent in completing NCCA project requirements, i.e documentation, terminal report.	Reader's Services	80 hours	120 hours	5.0	5.0	5.0	5.0	
	Total Over-all Rating									110/928

Average Rating (Total Over-all rating divided by 19)	100.45	
Additional Points:		
Punctuality		
Approved Additional points		
FINAL RATING	4.78	
ADJECTIVE RATING	100	

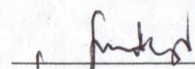
Comments & Recommendations for Development Purpose:


Received by:

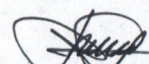
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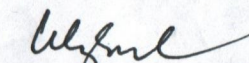
Recommending Approval:

Approved by:


Planning Office
Date: _____


DR. REMY A. APTINDOL
PMT
Date: _____


DR. REMY A. PATINDOL
Vice President
Date: _____


DR. EDGARDO E. TULIN
President
Date: _____

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