

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF  
(VSU UNIVERSITY LIBRARY)  
JAN-JUNE 2017**

Name of Administrative Staff: MARIA AGNES P. HERMANO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.75	X .70%	3.32
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.91	X .30%	1.17
<b>TOTAL NUMERICAL RATING</b>			<b>4.49</b>


TOTAL NUMERICAL RATING: 4.49

Add: Additional Approved Points, if any:           


TOTAL NUMERICAL RATING:           

ADJECTIVAL RATING: VS


Prepared by:

  
MARIA AGNES P. HERMANO  
\_\_\_\_\_  
Name of Staff

Reviewed by:

  
ANDRELI D. PARDALES  
\_\_\_\_\_  
Department/Office Head

Recommending Approval:

  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
VSU-President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA AGNES P. HERMANO** 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 2017

*Atty. C. L. L.*  
**MARIA AGNES P. HERMANO**  
 Ratee

Approved: *[Signature]*  
**ANDRELI D. PARDALES**  
 Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2017 Target	Actual Accomplishment	Rating				Remarks
UMFO 5 Support to Operations (STO)										
LIBMFO 3	Faculty Evaluation Services									
UFMO 6	General Administration and Support Services (GASS)									
LIBMFO 2	Efficient and Customer-friendly assistance	PI 1 Efficient and customer-friendly frontline service	Secretariat work	0 Complaint from client	0 complaint from client	5	5	5	5	
	Technical Services	PI 2 No. of communications/notices/acknowledgement letters for books and other donations	"	68 communications/notices/acknowledgement letter	72 communications/notices acknowledged letter	5	4.5	4.5	4.66	
		PI 3 Number of Official Receipts, Binding Orders and Acknowledgement Receipt issued	"	700 OR, Binding Order and Acknowledged Receipt	355 OR, Binding Order and Acknowledged Receipt	5	4.5	5	4.83	
		PI 4 Number of Official Receipts checked, cash counted and remitted to Cash Division	"	700 Official Receipt	1078 OR Official Receipt	5	5	4.5	4.83	
		PI 5 Number of official documents prepared:	"	14 PR 8 Vouchers 16 Leave app. 12 Travel 6 Sales report 17 Job Request 8 Inspect. Report	22 PR 22 Vouchers 30 Leave app. 12 Travel 6 Sales Report 20 Job Request 10 Inspect. Report	5 5 5 4.5 5 5 5	5 5 4.5 4.5 5 5 4.5	4.5 4.5 4.5 4.5 4.5 4.5 4.5	4.83 4.83 4.66 4.5 4.83 4.83 4.66	
		Purchase Requests								
		Vouchers								
		Leave applications								
		Travel documents								
		Monthly report of project sales								
		Job requests								

	Inspection Reports with Sales Invoice ARE's prepared	15 ARE's	10 AREs	5	4.5	4.5	4.66	
	PI 6 Number of bound theses sorted by courses for delivery/pick up by respective departments	350 Bound theses	475 Bound theses	5	5	4.5	4.83	
	PI 7 Number of Sales Invoice checked against approved PO for voucher preparation	8 Sales Inv.	8 Sales Inv.	5	5	4.5	4.83	
	PI 8 Number of approved Purchase Requests sent to book jobbers through fax and surface mail for issuance of Sales Invoice	16 PR's	16 PRs	5	4.5	4.5	4.66	
	PI 9 Number of books Request for Quotation send through fax / email to the book jobbers	150 books	201 books	5	5	4.5	4.83	
	PI 10 Number of PPMP books	150 PPMP books	201 PPMP books	5	4.5	5	4.83	
	PI 11 Help prepared of AACUP documents	7 courses	7 courses	4.5	4.5	4.5	4.5	

Total Over-all Rating	85.6
Average Rating (Total Over-all rating divided by )	
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.75
ADJECTIVAL RATING	*O*

Comments & Recommendations for Development Purpose:

Received by:

  
**TERESITA A. QUINANOLA**  
 Head, PRPEO

Date: \_\_\_\_\_  
 1 - Quality  
 2 - Efficiency  
 3 - Timeliness  
 4 - Average

Calibrated by:

  
**REMBERTO A. PATINDOL**  
 PMT


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

Recommending Approval:

  
**BEATRIZ S. BELONIAS**  
 Vice President

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

Approved by:

  
**EDGARDO E. TULIN**  
 President

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

# Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2017**

Name of Staff: **MARIA AGNES P. HERMANO**

**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

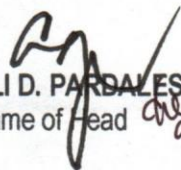
<b>A. Commitment (both for subordinates and supervisors)</b>	Scale				
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2. Makes self-available to clients even beyond official time	5	4	3	2	1
3. 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

5 36 6 = 47/12

1 3.91

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					
Average Score					

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

  
**ANDRELI D. PARDALES**  
 Name of Head *all 2*