



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	4.72 x 70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 x 30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.80</b>

TOTAL NUMERICAL RATING: 4.80

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.80

ADJECTIVAL RATING: "O"

Prepared by:

**VICENTE A. GILOS**  
Name of Staff

Approved:

**ALELI A. VILLOCINO**  
Vice President for Students Affairs &  
Services

### 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 2020.

VICENTE A. GILOS

Ratee

Approved:

ALELI A. VILLOCINO

Head of Unit

MFO & PAP's	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
MFO 1 : ISO 9001:2015 aligned documents	PI 1 No. of quality procedures prepared or reviewed for revision	Technical work	1	10	5	5	5	5	
	PI 2 2 libraries operations managed efficiently	Managerial	0 complaint	No complaint	5	4	5	4.67	
UMFO 5 SUPPORT TO OPERATIONS									
Technical Services	PI 1. A. Unpublished materials catalogued and classified	Technical Services	50 Unpublished materials	68 Unpublished materials	5	4	4	4.33	
	B. Number books encoded to Destiny Library Management System and provided with barcodes	Technical Services	50 books	68 books	5	4	3	4	
	C. Number of VisCaiana materials added to the collection	Technical Services	10 materials	16 materials	5	5	4	4.67	
	D. No. of hours spent in shelf reading and shelving books	Technical Services	20 hours	28 hours	5	5	4	4.67	
	PI 2 No. of documents prepared for AACUP, CHED RQUAT, ISO, etc. accreditation/requirements	Technical Services	7 documents	23 documents	5	5	5	5	
	PI 3 No. of hours spent for inventory of resources	Technical Services	60 hours	56 hours	5	4	4	4.33	
Reader's	PI 1 A. No. of clients given	Reader's Services	300 clients-	460 clients	5	5	5	5	

Services	reference/information services through online and personal transactions		students, faculty, staff and researchers						
	B. Number of Graphic Design for display made	Reader's Services	3 graphic designs	4 graphic designs	5	4	5	4.67	
	C. No. of Hours spent in preparing and completing orientation to students	Frontline Services	6 hours	8 hours	5	4	5	4.67	
UMFO 6 – GENERAL ADMINISTRATIVE SUPPORT SERVICES									
Administrative and Facilitative Services	PI 5 A. No. of staff and students cleared (clearance)	Frontline Services	100 staff and students	513 staff and students	5	5	5	5	
	B. No. of documents, i.e. PO, JO payrolls, overdue notices and applications for borrowers card signed	Frontline Services	200 documents	584 documents	5	5	5	5	
	C. No. hours spent in meetings attended	Frontline Services	16 hours	76 hours	5	5	5	5	
<b>Total Over-all Rating</b>									

Average Rating (Total Over-all rating divided by 14)	66.01	
Additional Points:		
Punctuality		
Approved Additional points		
FINAL RATING	4.72	
ADJECTIVE RATING		

Comments & Recommendations for Development Purpose:  
*Improve access to information or electronic resources for students, faculty & other users.*

Evaluated & Rated by:

  
**ALELI A. VILLOCINO**  
 VP for Students Affairs and Services  
 Date: \_\_\_\_\_

Approved by:

  
**EDGARDO E. TULIN**  
 President  
 Date: \_\_\_\_\_

- 1- Quality
- 2- Effectiveness

- 3 - Timeliness
- 4 - Average



**PERFORMANCE MONITORING FORM**

July to December 2020

Name of Employee: VICENTE A. GILOS

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								
2								
3								
4								
5								
6								
7								

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

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

Prepared by:

  
**ALELIA A. VILLOCINO**  
 Unit Head



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2020

Name of Staff: VICENTE A. GILOS

Position: Chief Librarian

**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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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	<u>5</u>	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	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	<u>5</u>	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	<u>5</u>	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1



12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
<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	<u>5</u>	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.	<u>5</u>	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.	<u>5</u>	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	<u>5</u>	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	<u>5</u>	4	3	2	1
Total Score	85 / 17				
Average Score	5				

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

  
**ALELI A. VILLOCINO**  
 Printed Name and Signature  
 Head of Office

## EMPLOYEE DEVELOPMENT PLAN

July to December 2021

Name of Employee: VICENTE A. GILOS

Performance Rating: \_\_\_\_\_

Aim: \_\_\_\_\_

Proposed Interventions to Improve Performance:

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

First Step:

---

---

---

Result:

---

---

---

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

Next Step:

---

---


---

Outcome


Final Step/Recommendation:

---

Prepared by:

  
**ALELI A. VILLOCINO**  
Unit Head

Conforme:

  
**VICENTE A. GILOS**  
Name of Ratee Faculty/Staff