

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF  
(VSU UNIVERSITY LIBRARY)  
July to December 2017**

Name of Administrative Staff: JOSE F. SAULAN – Administrative Aide - I

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	X 70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.66	X 30%	1.09
<b>TOTAL NUMERICAL RATING</b>			<b>4.39</b>


TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

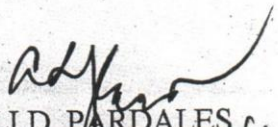
TOTAL NUMERICAL RATING: 4.39

ADJECTIVAL RATING: "VS"

Prepared by:

  
JOSE F. SAULAN  
\_\_\_\_\_  
Name of Staff

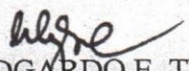
Reviewed by:

  
ANDRELI D. PARDALES  
\_\_\_\_\_  
Department/Office Head *del 11/20/18*

Recommending Approval:

  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
VSU-President

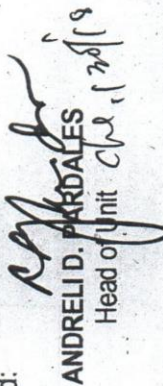


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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 2017

  
JOSE F. SAULAN  
Ratee

Approved:

  
ANDRELI D. PARDALES  
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2017 Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5 Support to Operations (STO)										
LIBMFO 3	Faculty Evaluation Services									
UMFO 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	Technical work	68 communications/notices/acknowledgement letter	91 communications / notices/ acknowledgement letter	5	5	4.5	4.83	
		PI 5 Number of official documents follow up: Purchase Requests Vouchers Appointment J.O. Leave applications Travel documents Payroll (JO & Student Assistant) Monthly report of project sales Job requests Inspection Reports with Sales Invoice & Official Receipt for (Petty Cash) ARE's prepared	Technical work	14 PR's 15 Vouchers 6 JO Appointment 20 Leave application 8 Travel 12 Payrolls (JO & S A) 6 monthly report 17 Job Request 32 Inspection Reports 15 ARE's	30 PR's 25 Vouchers 28 Leave applications 9 travels 36 Payrolls (JO & SA) 6 Monthly Report 21 Job Request 60 Inspection Report 201 ARE's	4.6	5	4.5	4.7	
		PI 4 Number of facilities (CR) cleaned managed and maintained (2 <sup>nd</sup> floor)	Technical work	4 CR's	8 CR's	5	5	5	5	
		PI 5 Number of hours spent watering and maintaining plants (second floor)	Technical work	30 minutes twice a week	30 minutes twice a week	4.5	4.5	4.0	4.33	
		PI 6 Number shelves assigned spent in conducting inventory	Technical work	3 steel bookshelves (back to back)	3 steel bookshelves (back to back)	4.5	4.5	4.5	4.5	



Total Over-all Rating	28.36	
Average Rating (Total Over-all rating divided by 6)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.72	
ADJECTIVAL RATING	"O"	

Comments & Recommendations for Development Purpose:

Received by:

TERESITA L. QUINANOLA  
Head, PRPEO

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

Calibrated by:

REMBERTO A. PATINDOL  
VP - Admin. & Finance

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

Recommending Approval:

BEATRIZ S. BELONIAS  
VP - Instruction

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

Approved by:

EDGARDO E. TULIN  
President

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

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



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2017

Name of Staff: JOSE F. SAULAN

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	
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	

32 12

44/12  
3.66



Total Score					
B. Leadership & Management <i>(For supervisors only to be rated by higher supervisor)</i>					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