

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF (VSU UNIVERSITY LIBRARY)
JANUARY – JUNE 2019**

Name of Administrative Staff: **MARIA AGNES P. HERMANO – Admin. Aide - IV**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	4.74 X 70%	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.41	4.41 X 30%	1.32
TOTAL NUMERICAL RATING			4.63

TOTAL NUMERICAL RATING: _____
 Add: Additional Approved Points, if any: _____
 TOTAL NUMERICAL RATING: 4.63


ADJECTIVAL RATING: **"O"**

Prepared by:

Reviewed by:


MARIA AGNES P. HERMANO
 Name of Staff


ANDRELI D. PARDALES
 Department/Office Head

Approved:

BEATRIZ S. BELONIAS
 VP - Instruction

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 2019.


MARIA AGNES P. HERMANO
 Ratee

Approved:


ANDRELI D. PARDALES
 Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2019 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
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	"	86 communications / notices/ acknowledgement letter	134 communications / notices / acknowledgment letter	4.5	4.5	5	4.66	
		PI 3 Number of Official Receipts, Binding Orders and Acknowledgement Receipt issued	"	340 OR, Binding Order and Acknowledged Receipt	441 O.R. Binding Order and Acknowledgment Letter	5	5	5	5	
		PI 4 Number of Official Receipts checked, cash counted and remitted to Cash Division	"	600 Official Receipts checked, cash counted and remitted to Cash Division	743 Official Receipts checked, cash counted and remitted to Cash Division	5	5	5	5	

		PI 5 Number of official documents prepared: Purchase Requests Disbursement Vouchers Leave applications Travel documents Monthly report of project sales Job requests Inspection Reports with Sales Invoice Number of RIS prepared	" Secretariat work	78 P.R. Disbursement Vouchers Leave app. Travel Order 6 Sales report 17 Job Request 8 Inspection Report 14 RIS	110 P.R. Disbursement Vouchers Leave app. Travel Order 6 Sales report 20 Job Request 20 Inspection Report 24 RIS	4.5	4.5	5	4.66	
		PI6 Number of IPCR prepared with attachments: Annex O, Annex P and Exhibit L	"	36 IPCR, Annex O, Annex P and Exhibit L	36 IPCR, Annex O, Annex P and Exhibit L	4.5	4.5	4.5	4.5	
		PI 7 Number of Sales Invoice checked against approved PO for voucher preparation	"	8 Sales Invoice	10 Sales Invoice	4.5	4.5	5	4.66	
		PI 8 Number of approved Purchase Requests sent to book jobbers through email for issuance of Sales Invoice	"	10 PRs	15 PR's sent book jobbers through email for issuance of Sales Invoice	4.5	4.5	5	4.66	
		PI 9 Number of books Request for Quotation send through email to the book jobbers	"	100 books	132 books Request for Quotation sent through email to the book jobbers	4.5	4.5	4.5	4.5	
		PI 10 Number of PPMP books	"	100 PPMP books	132 Books	4.5	.5	5	4.83	
		PI 11 Assist in preparation of AACUP documents	"	Printing document needed of AACUP documents 2019	Printing documents needed of AACUP documents 2019	4.5	4.5	4.5	4.5	
		P1. 12. Number of Official Receipt issued remitted to Cash division everyday / every other day	"	71 Official Receipt issued & remitted to Cash Division	98 Official Receipt issued & remitted to Cash Division	4.5	4.5	5	4.66	
		P1.,13 Number of Official Receipt issued / remitted to Cash division during dead line of theses (Month of June 2019 only)	"	650 Official Receipt issued / remitted to Cash Division	772 Official Receipt issued / remitted to Cash Division	5	5	5	5	

Total Over-all Rating		
Average Rating (Total Over-all rating divided by 13)	61.63	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.74	
ADJECTIVAL RATING	"O"	

Comments & Recommendations for Development Purpose:

She needs to attend trainings in electronic records management to be updated with new technologies.

Evaluated & Rated by:


ANDRELI D. PARDALES
 Chief Librarian

Date: _____

1 – Quality
 2 – Efficiency

3 – Timeliness
 4 – Average

Approved by:


BEATRIZ S. BELONIAS
 VP - Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2019

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

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	<u>4</u>	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	5	<u>4</u>	3	2	1
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	<u>4</u>	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	<u>4</u>	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	<u>4</u>	3	2	1
7. Keeps accurate records of her work which is easily retrievable when needed.	5	<u>4</u>	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	5	<u>4</u>	3	2	1
12 Willing to be trained and developed	<u>5</u>	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					
53 / 12					
Average Score					
4.41					

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head

Exhibit I

PERFORMANCE MONITORING FORM

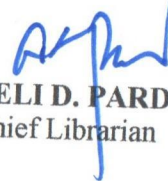
January – June 2019

Name of Employee: HERMANO, MARIA AGNES P.

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	Documents prepared and processed	Prepare documents, updates submitted	Jan. 2019	June 2019	June	VS	VS	VS
2	Sends Book for Purchase forms to Dept.		Jan. 2019	June 2019	June	VS	VS	VS
3								
4								

* Either very impressive, impressive, needs improvement, poor, very poor
 ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


ANDRELI D. PARDALES
 Chief Librarian

EMPLOYEE DEVELOPMENT PLAN

January – June 2019

Name of Employee: HERMANO, MARIA AGNES P.

Performance Rating:

Aim: To apply ISO Standards in all documents

Proposed Interventions to Improve Performance:

Date: _____ Target Date: June

First Step: Given tasks to prepare and apply formats of all documents to be ISO ready.


Result: Folders of office file are slowly accomplished


Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Conforme: 
MARIA AGNES P. HERMANO
Name of Ratee Faculty / Saff

Prepared by: 
ANDRELI D. PARDALES
Chief Librarian