



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **JANSEL JOI C. VILLAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.66

TOTAL NUMERICAL RATING: 4.66

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.66

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

JANSEL JOI C. VILLAS
Administrative Aide IV

Reviewed by:

VICENTE A. GILOS
Chief Librarian

Approved:

ALELI A. VILLOCINO
Vice President for SAS



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JANSEL JOI C. VILLAS**, of **UNIVERSITY LEARNING COMMONS (LIBRARY)**, commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to June 2024**.

JANSEL JOI C. VILLAS

Ratee

23 JUL 2024

Approved:

VICENTE A. GILOS

Chief Librarian

25 JUL 2024

MFO NO.	MFO & PAPs	Success Indicators	Tasks Assigned	Target (January - December 2024)	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 1. WORLD CLASS EDUCATION										
VSAS MFO 1.1 Efficient and Effective Library Services										
LS 1	Library Administration	PI 2. Number of Laptop to be followed up for purchase	Follow up laptop request to the Property Office	1 unit						July - December 2024
		PI 3. Number of air-conditioning units to be followed up for installation	Follow up air-conditioning unit request to the Property Office	1 unit	2	4	5	4	4.33	
		PI 4. Number of drafts made for Library Manual/ Handbook revision to fit the recent Library Technological changes, services, trends and patron needs.	Assist in revising the Library Handbook/ Manual	1 draft						July - December 2024
LS 2	Technical Services	PI 1. No. of library resources processed								

		PI 1.1 Number of books processed for check-out and/ or check-in	Process books for check out and/ or check in	5 books	50 books	5	5	5	5	
		PI 1.2 Number of students accounts verified, checked and cleared for clearance purposes	Verified, checked, and cleared for clearance purposes	100 student accounts	500	5	5	5	5	
LS 3	Reader's Services	PI 1. No. of queries responded	Answer and attend (both face-to-face and online) queries	25 queries	100	5	5	5	5	
		b. Percentage of time log appeals, leave applications and work schedules verified and checked as authorized by the Chief Librarian	Review and check HRIS for log appeals, application for leaves, work schedule, etc.	95%	95%	5	4	5	4.67	
LS 5	Programs/ Trainings and Activities	PI 1. Number of activities, programs attended/assisted/facilitated	Attend/facilitate activities, meetings/ programs	1 activity	7	5	5	4	4.67	
		PI 2. Number of trainings/ webinars attended/ facilitated	Attend/facilitate trainings/webinars/ seminars	1 training	4	5	5	4	4.67	
VSAS MFO 2.1 Efficient and effective delivery of quality procedure										
	Support to Quality Assurance, Program and Institutional Accreditation Services	PI 1. Percentage of Supporting Documents prepared as required for quality assurance visit	Prepares and consolidates needed documents	95%	95%	5	4	5	4.67	
UMFO 2. General Administration and Support Services										
OVPSAS ST0 2.2. Percentage of documents and records received and systematically filed and recorded within the day of receipt										
		Number of correspondence/letter requests/documents received and filed.	All Library Staff	100 documents	100	5	5	5	5	

OVPSAS STO 2.3. Percentage of clients served that rated the services rendered at least very satisfactory or higher

	Frontline Services	PI 1. Efficient & customer-friendly frontline services: Zero percent of complaints from clients served	Entertain visitors/clients with zero complaint served	0% complaint	0%	5	5	5	5	
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OVPSAS STO 2.4. Percentage of Administrative services and financial/administrative documents acted within time frame

		PI 1. Number of Official documents prepared, issued, acknowledged, signed, authenticated and inspected	Prepared and processed pertinent documents	100 documents	150	5	5	5	5	
		PI 2a. Number of pertinent documents for administrative/ financial matters prepared and processed	Prepared and processed pertinent documents for administrative/ financial matters	100 documents	300	5	5	5	5	
		PI 2b. Number of notices, attendance sheets, and minutes prepared	Prepare notices and attendance sheets and minutes	10	7	4	4	3	3.67	
		PI 3c. Number of Office reports prepared and/ or consolidated	Prepares and consolidates reports	1 report	11	4	5	4	4.33	
		PI 5. Number of PPMP/ PR prepared, signed, and submitted	Prepare PPMP/ PR to be signed and submitted	1 PPMPs/ PRs	2	4	5	4	4.33	

OVPSAS STO 2.5 No. of council/board/committee assignments served/functions performed

		PI 3. Number of committee meetings attended and/ or facilitated	Attended/ facilitated committee meeting	6 meetings	17	5	5	4	4.67	
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OVPSAS STO 2.6 No. of unit heads/ staff meetings presided

		Number of meetings attended and/ or presided	Attended/ facilitated meeting	6 meetings	7	5	5	4	4.67	
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OVPSAS STO 2.7 No. of compiled procedures in tracking documents

		Number of barcoded documents prepared or released	Prepare, receive and release barcode using HRIS DTS	150 Barcoded	250	5	5	5	5	
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				document s						
OVPSAS ST0 2.8 Number of quality procedure revised/updated/registered at the Quality Assurance Center										
		PI 1. No. of quality assurance prepared, reviewed and/or revised	Facilitate quality procedures document review for revision	6	8	5	5	5	5	
OVPSAS ST0 2.12. Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit										
		PI 1. Percentage of 5S implementation at the workplace	Implement 5s at the workstation	95%	95%	3	4	4	3.67	
		PI 2. Number of records filed and controlled for ISO (DDRC Work)	Sorted and filed controlled documents	100	50	5	5	5	5	
OVPSAS ST0 3: Innovations and new Best Practices Development Services										
		PI 1. Number of new systems/innovations/proposals introduced and/or implemented								
		PI 2. Number of best/good practices								
OTHER TASK ASSIGNED										
		A. Core dDRC under OVPPRGAS/ OVPSAS (Member)								
		a. 1 Percentage of monitored and supervised DDRCS	Ensure and monitor proper control of documents	95%	95%	5	5	4	4.67	
		B. Maintaining and updating of the VSU Transparency Seal (Member)								
		b. 1 Percentage posted reports to the VSU Transparency Seal on time	Posting and updating reports to the VSU Transparency Seal	95%	98%	5	5	4	4.67	
		C. Compliance with quarterly submission of BAR (Member)								

		c. 1 Percentage of monitor update for the licensure exam	Monitor and update licensure examination result	95%	95%	5	5	4	4.67	
		D. ADPA (Member)								
		d. 1 Percentage of administrative staff requests served	Prepares payroll and posts ADPA Financial Transaction to the ledger	95%						Transferred the preparation of ADPA payroll to the Treasurer, MNB Geraldo
	Total Overall Rating	112.36								
	Average Rating	4.68								
	Adjectival Rating	0								

Average Rating (Total Over-all rating divided by 24)	4.68	Comments & Recommendations for Development Purposes: Jansel Joi consistently performs her duties with high efficiency and accuracy, ensuring all administrative tasks are promptly and without errors.
Additional Points:		
Punctuality		
Approved Additional Points		
FINAL RATING	4.68	
ADJECTIVAL RATING	0	

Evaluated & rated by:

VICENTE A. GILOS

Chief Librarian

Date: 25 JUL 2024

Approved by:

ALELI A. VILLOCINO

VP – Student Affairs and Service

Date: JUL 25 2024

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

PERFORMANCE MONITORING FORM


Name of Employee: JANSEL JOI C. VILLAS

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	Number of pertinent documents for administrative/financial matters prepared and processed.	50	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Very Impressive	Outstanding	
2	Percentage of time log appeals, leave applications and work schedules verified and checked as authorized by the Chief Librarian.	95%	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Very Impressive	Outstanding	
3	Number of notices, attendance sheets and minutes prepared.	5	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Very Impressive	Outstanding	
4	Number of ISO related documents prepared and disseminated.	50	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Very Impressive	Outstanding	

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

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

Prepared by


VICENTE A. GILOS
 Chief Librarian

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JANSEL JOI C. VILLAS**
Performance Rating: **JANUARY - JUNE 2024**

Aim: _____

Proposed Interventions to Improve Performance:

Date: **JANUARY 2024** Target Date: **JUNE 2024**

First Step: Additional training on infographics may be needed for her to further improve her skills.

Result: _____

Date: **JULY 2024** Target Date: **DECEMBER 2024**

Next Step: Attended workshops on advanced data management and analytics to enhance her capability in handling complex data-related tasks.

Outcome: _____

Final Step/Recommendation:

Prepared by:


VICENTE A. GILOS
Chief Librarian

Conforme:


JANSEL JOI C. VILLAS



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY-JUNE 2024**

Name of Staff: **JANSEL JOI C. VILLAS**

Position: **ADMINISTRATIVE AIDE IV**

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
Score		Total 56				
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						
Average Score		4.67				
Overall recommendation:						


VICENTE A. GILOS
 Immediate Supervisor