



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JOVELYN H. MABUAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.71	30%	1.41
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING: 4.74


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.74

ADJECTIVAL RATING: "O"

Prepared by:


AIREEN M. DAG-UMAN
Name of Staff

Reviewed by:

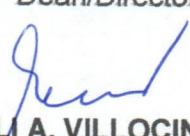

VICENTE A. GILOS
Department/Office Head

Recommending Approval:

N/A

Dean/Director

Approved:


ALELI A. VILLOCINO
Vice President-Students Affairs
and Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOVELYN H. MABUAN** of the **OFFICE OF THE CHIEF LIBRARIAN** 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 2022**.

JOVELYN H. MABUAN

Ratee

Approved:

VICENTE A. GILOS

Head of Unit

MFOs/PAPs	Success Indicators	Tasks Assigned	2022 Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OCLMFO 1 Student Management Services	PI 1 Number of Student Assistant Trained, given orientation and instruction for duties and responsibilities	Supervisory	1 SA	3 SAs	5	5	5	5	
	PI 2 Number of Student Assistant supervised	Supervisory	1 SA	3 SAs	5	5	5	5	
OCL STO1 ISO 9001:2015 Aligned Documents and Complaint Processes OCL STO4 Innovation and Best Practices OCLMFO 3 Technical Services	PI 1 Percentage of 5S implementation at the at the workplace	Frontline Service	95 %	99%	5	5	5	5	
	PI 1 Number of articles authored/contributed to the Newsletter issue	Technical work		1 Jan-Dec	5	5	4	4.67	
	PI 1 Number of library materials catalogued and classified	Technical work	25 Library Materials	193 Library materials	5	5	5	5	
	PL 2 Number of Library materials recorded to accession book	Technical work	25 Library Materials	193 Library materials	5	5	5	5	
	PI 3 Number of shelf list/inventory card prepared and generated	Technical work	25 cards	33 Cards	5	4	4	4.33	
	PI 4 Number of pages of newly acquired library materials/resources list prepared	Technical work	2 pages	13 pages	5	5	4	4.67	
	PI 4 Number of copies newly acquire library material/ resources list printer and dissimilated/ displayed for customers awareness	Frontline	3 copies	3 copies	3	4	4	3.67	
	PI 5 Number of junior/Senior High thesis rman193 Library materials	Technical work	15 copies	131 copies	5	5	5	5	

	manuscripts received								
	PI 6 Number of college thesis narrative reports, etc. assisted/received, issued acknowledgement and binding orders	Frontline	15 titles	35 titles	5	5	5	5	
	PI 7 Number of receipts issued for thesis binding, printing, and ebook	Frontline	50 receipts	100 receipts	5	5	5	5	
	PI 8 Number of library materials encoded to the database and provided barcode	Technical work	30 volumes	926 volumes	5	5	5	5	
	PI 9 Number of journals, magazines recorded compiled and monitored	Frontline	6 titles	N/A	N/A	N/A	N/A	N/A	No serials received
	PI 10 Number hours spent in physical inventory of library materials	Technical work	198 hours	240 hours	5	5	5	5	
	PI 11 Number of library materials recorded to accession book	No target	50 volumes	123 volumes	5	5	5	5	
OCLMFO 4 Reference and Reader's Services	PI 12 No of shelf list/inventory card prepared and generated	No target	50 cards	123 cards	5	5	5	5	
	PI 1 Number of queries responded (direct/ reference type)	Frontline Service	25 queries	42 queries	4	5	4	4.33	
	PI 2 Number of orientation and instruction conducted	Frontline Service	1 orientation Jan-Dec	1 Orientation	5	4	5	4.67	
	PI 3 Number of books check-out and or check in	Frontline Service	40 books	27 books	3	3	3	3	
OCLMFO 7 Support to program and Institutional Accreditation Services	PI 4 Number of Webpage/Interactive Social Media Page maintained	Frontline	No target	1 FB account	5	5	5	5	

UMFO 6 General Administrative and Support Services	PI 1 Number of documents prepared for AACUP, RQAT, COPC etc. survey visit	Technical work	1	1	5	5	4	4.67	
	PI 2 Number of bibliographies prepared and submitted	Technical work	4	6 programs	5	5	4	4.67	
	PI 1 Number of unit Manage and supervised daily	Managerial	1	1 unit	5	5	5	5	
	PI 2 Number of official documents/ filled-up/ prepared and submitted (e.g. SALN, IPCR, etc.)	Supervisory	3	7 documents	5	5	4	4.67	
	PI 3 Number of daily Time Records (DTR), accomplishment reviewed and or signed	Supervisory	12	19 DTRs	5	5	4	4.67	
	PI 4 Number of PPMP and or request (job order, purchase, etc.) prepared and submitted	Supervisory	2	9 documents	5	5	5	5	
	PI 6 Number of clearances verified and countersigned/signed	Supervisory		286 clearances	5	5	5	5	
	PI 7 Efficiency and customer-friendly frontline services	Frontline Services		0 complaint	5	5	5	5	
	PI 8 Number of evaluation documents filled up/ evaluated for contract renewal of JO	Supervisory		1 evaluation	5	5	5	5	
Total Over-all Rating					138.02				
Average Rating					4.76				
Adjectival Rating					"O"				

Average Rating (Total Over-all rating divided by 29)		4.76
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.76
ADJECTIVAL RATING		"O"

COMMENTS AND RECOMMENDATIONS FOR DEVELOPMENT PURPOSES

she has shown enthusiasm in providing service to patrons. she is willing to render services beyond office hours to finish and submit a non-routine reports on time.

Evaluated & Rated by:


VICENTE A. GILOS

Chief Librarian

Date: 01/05/23

Approved by:


ALELI A. VILLOCINO

VP – Students Affairs & Services

Date: _____

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

PERFORMANCE MONITORING FORM


Name of Employee: JOVELYN H. MABUAN

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	Encodes Library materials to the database and provided with barcode	30	July 2022	December 2022	December 29, 2022	Very impressive	Outstanding	
2	Prepares and submits documents for AACCUP, RQAT, COPC etc. visits	1	July 2022	December 2022	December 29, 2022	Very impressive	Outstanding	
3	Manages and supervises VIHS Library efficiently	No complaint	July 2022	December 2022	December 29, 2022	Very impressive	Outstanding	
4	Conducts orientations to junior and senior high school students	1 orientation	July 2022	December 2022	December 29, 2022	Very impressive	Outstanding	

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

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

Prepared by:


VICENTE A. GILOS
 Unit Head

01/04/23



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY-DECEMBER 2022

Name of Staff: JOVELYN H. MABUAN

Position: COLLEGE LIBRARIAN II

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.	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	<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.	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	5	<u>4</u>	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	<u>5</u>	4	3	2	1
Total Score	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	<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	5	<u>4</u>	3	2	1
Total Score	24				
Average Score	4.71				

Overall recommendation : _____



VICENTE A. GILOS 01/04/23
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jovelyn H. Mabuan

Performance Rating: _____

Aim:

Proposed Interventions to Improve Performance:

Date: July 2022 Target Date: December 2022

First Step:

As head of the high school Library, there is a need to capacitate her with knowledge and skills. She needs to attend the Library Science related seminars. She attended the PLAI Congress 2022, PLAI EVRLC Summit and POAP seminar on Work-Life Balance and Productivity.

Result:

She gains more knowledge and skills as Librarian.


Date: _____ Target Date: _____

Next Step:

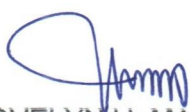
Outcome: _____

Final Step/Recommendation:

Prepared by:


VICENTE A. GILOS 01/05/23
Unit Head

Conforme:


JOVELYN H. MABUAN 01/05/23
Name of Ratee Faculty/Staff