



VISAYAS
STATE UNIVERSITY

Personnel Records and Performance Evaluation Office
Visca Baybay City, Leyte 6521-A, Philippines
Phone/Fax: +63 053 563 7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
JULY TO DECEMBER 2019

Annex P

Name of Administrative Staff: **GILOS, VICENTE A. – COLLEGE LIBRARIAN II**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.82	4.82 X 70%	3.37
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.70	4.70 X 30%	1.41
TOTAL NUMERICAL RATING			4.78

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.78

FINAL NUMERICAL RATING 4.78

ADJECTIVAL RATING: "O"

Prepared by: _____

VICENTE A. GILOS
Name of Staff

Reviewed by: _____

ANDRELI D. PARDALES
Department/Office Head

Approved: _____

BEATRIZ S. BELONIAS
VP - Instruction

Vision: A globally competitive university for science, technology, and environmental conservation.


Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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 2019.


VICENTE A. GILOS
Ratee

Approved:


ANDRELI D. PARDALES
Head of Unit

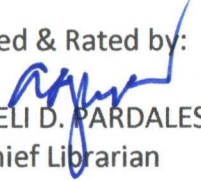
MFO NO.	MFO & PAP's	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q1	E2	T3	A4	
UMFO 2 HIGHER EDUCATION SERVICES										
LIBMF O1	Student Management Services	PI 1 No. of student assistants interviewed, trained and deployed to different units	Frontline Services	10 student assistants	12 student assistants	5	4.5	4.5	4.66	
UMFO 5 SUPPORT TO OPERATIONS										
LIBMF O 3	Technical Services	PI 1. A. Unpublished materials catalogued and classified	Technical Services	100 theses	214 theses	5	5	4.5	4.83	
		B. Number books encoded to Destiny Library Management System and provided with barcodes	Technical Services	100 books	214 books	5	5	4.5	4.83	
		C. Number of VisCaiana materials added to the collection	Technical Services	90 hours	96 hours	4.5	4.5	4.5	4.5	
		D. No. of hours spent in shelf reading and shelving books	Technical Services	72 books	86 books	5	4.5	4.5	4.66	
		PI 2 No. of documents prepared for AACUP, CHED, ISA, ISO, etc. accreditation/requirements	Technical Services	7 documents	16 documents	4.5	5	5	4.83	
		PI 3 No. of hours spent for inventory of resources	Technical Services	60 hours	86 hours	4.5	5	5	4.83	
LIBMF O 4	Reader's Services	PI 1 A. No. of clients given reference/information services	Reader's Services	300 clients-students, faculty, staff and walk-in researchers	498 clients	5	4.5	5	4.83	

Average Rating (Total Over-all rating divided by 18)	86.78	
Additional Points:		
Punctuality		
Approved Additional points		
FINAL RATING	4.82	
ADJECTIVE RATING	"O"	

Comments & Recommendations for
Development Purpose:

**He has the potential to lead the
University Library.**

Evaluated & Rated by:


ANDRELI D. PARDALES
Chief Librarian

Date: _____

Approved by:


BEATRIZ S. BELONIAS
VP - Instruction

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2019

Name of Staff: **GILOS, VICENTE A. – 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	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.	<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	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.	<u>5</u>	4	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	5	<u>4</u>	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					
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	<u>4</u>	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					
80 / 17					
Average Score					
4.70					

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head

Exhibit I

PERFORMANCE MONITORING FORM
JULY – DECEMBER 2019


Name of Employee: GILOS, VICENTE A.

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	Transfer of responsibilities/accountabilities	Number of equipment; print & non-print materials accepted	July2	December	December	O	O	O
2								
3								
4								

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

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

Prepared by:


ANDRELI D. PARDALES
Chief Librarian

Outcome: All accountabilities were transferred to Mr. Gilos.

Final Step/Recommendation:

Conforme:



VICENTE A. GILOS

Name of Ratee Faculty / Staff

Prepared by:



ANDRELI D. PARDALES

Chief Librarian