

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF  
(VSU UNIVERSITY LIBRARY)  
JAN-JUNE 2017**

Name of Administrative Staff: VICENTE A. GILOS

| Particulars<br>(1)                                                                                        | Numerical<br>Rating (2) | Percentage<br>Weight<br>70% (3) | Equivalent Numerical<br>Rating (2x3) |
|-----------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------|--------------------------------------|
| 1. Numerical Rating per IPCR                                                                              | 4.86                    | X .70%                          | 3.40                                 |
| 2. Supervisor/Head's assessment of<br>his contribution towards<br>attainment of office<br>accomplishments | 4.41                    | X .30%                          | 1.32                                 |
| <b>TOTAL NUMERICAL RATING</b>                                                                             |                         |                                 | <b>4.72</b>                          |

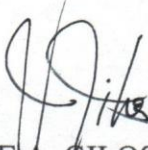
TOTAL NUMERICAL RATING: 4.72

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

ADJECTIVAL RATING: "0"

Prepared by:

  
VICENTE A. GILOS

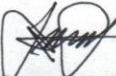
\_\_\_\_\_  
Name of Staff

Reviewed by:

  
ANDRELI D. PARDALES

\_\_\_\_\_  
Department/Office Head

Recommending Approval:

  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
VSU-President

# 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 JANUARY to JUNE 2017.

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   |                             |                                                                                                                             |                    |                           |                           |        |     |     |      |         |
| LIBMFO2                            | Student Management Services | PI 2 No. of student assistants interviewed, trained and deployed to different units                                         | Frontline Services | 12 student assistants     | 16 student assistants     |        |     |     |      |         |
| UMFO 5 SUPPORT TO OPERATIONS (STO) |                             |                                                                                                                             |                    |                           |                           |        |     |     |      |         |
| LIBMFO 5 Library Services          |                             |                                                                                                                             |                    |                           |                           |        |     |     |      |         |
|                                    |                             | PI1. Percentage increase in the number of resources acquired and made available to students. Faculty, staff and researchers |                    |                           |                           |        |     |     |      |         |
|                                    |                             | PI1 A. No. of damaged book pulled out for repair                                                                            | Technical Services | 60 books                  | 72 books                  | 5      | 4.5 | 5   | 4.83 |         |
|                                    |                             | B. No. of hours spent in shelf reading and shelving books                                                                   | Technical Services | 90 hours                  | 120 hours                 | 5      | 4.5 | 5   | 4.83 |         |
|                                    |                             | C. Unpublished materials catalogued and classified                                                                          | Technical Services | 197 unpublished materials | 276 unpublished materials | 4.5    | 5   | 4.5 | 4.66 |         |
|                                    |                             | D. Number of VisCaiana materials added to the collection                                                                    | Technical Services | 36 materials              | 39 materials              | 5      | 4.5 | 4.5 | 4.66 |         |
|                                    |                             | E. Number books encoded to Destiny Library Management System                                                                | Technical Services | 50 books                  | 87 books                  | 5      | 5   | 4.5 | 4.83 |         |
|                                    |                             | F. Number of barcodes pasted to books                                                                                       | Technical Services | 50 barcodes               | 87 barcodes               | 5      | 5   | 5   | 5    |         |
|                                    |                             | G. Number of subject bibliographies prepared and/or edited for AACUP or other purposes                                      | Technical Services | 2 subject bibliographies  | 6 subject bibliographies  | 5      | 5   | 5   | 5    |         |
|                                    | Library                     | PI2 Percentage increase in the                                                                                              |                    |                           |                           |        |     |     |      |         |

|                                                         | services                                 | number of students, faculty, staff & researchers availing of the Library facilities, services & resources           | Reader's Services                    | 572 clients- students, faculty, staff and walk-in researchers | 633 clients- students, faculty, staff and walk-in researchers |     |     |     |      |  |
|---------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|-----|-----|-----|------|--|
|                                                         |                                          | PI 2 A. No. of clients given reference/information services                                                         |                                      |                                                               |                                                               | 5   | 5   | 4.5 | 4.83 |  |
|                                                         |                                          | B. Books charged/discharged                                                                                         | Reader's Services                    | 850 books                                                     | 1,396 books                                                   | 4.5 | 5   | 4.5 | 4.66 |  |
|                                                         |                                          | B. Daily statistics of book loaned out and in-house prepared                                                        | Reader's Services                    | No error                                                      | No error                                                      | 4.5 | 5   | 4.5 | 4.66 |  |
|                                                         |                                          | C. No. of hours spent completing inventory, housekeeping                                                            | Technical Services                   | 80 hours                                                      | 80 hours                                                      | 5   | 5   | 4.5 | 4.83 |  |
|                                                         |                                          | D. Number of hours spent at the Circulation Unit during Special Duties                                              | Readers' Services                    | 40 hours                                                      | 58 hours                                                      | 5   | 5   | 5   | 5    |  |
|                                                         | <b>Library Services</b>                  | PI 3 Number of Best practices on students services implemented                                                      |                                      |                                                               |                                                               |     |     |     |      |  |
|                                                         |                                          | PI 3 A. No. of hours spent in completing instruction                                                                | Best practices                       | 2 hours                                                       | 4 hours                                                       | 4.5 | 5   | 4.5 | 4.66 |  |
|                                                         |                                          | B. Reader's Advisory                                                                                                | Best Practices                       | 0 complaint from clients                                      | 0 complaint from clients                                      | 5   | 5   | 5   | 5    |  |
| <b>UMFO 6 – GENERAL ADMINISTRATIVE SUPPORT SERVICES</b> |                                          |                                                                                                                     |                                      |                                                               |                                                               |     |     |     |      |  |
| LIBMFO1                                                 | Administrative and Facilitative Services | PI 5 A. No. of staff and students cleared (clearance)                                                               | Frontline Services                   | 100 students                                                  | 260 students                                                  | 5   | 5   | 5   | 5    |  |
|                                                         |                                          | B. No. of documents, i.e. JO payrolls, overdue notices and applications for borrowers card signed                   | Frontline Services                   | 100 documents                                                 | 160 documents                                                 | 5   | 4.5 | 5   | 4.83 |  |
|                                                         |                                          | C. No. hours spent in meetings/workshop/conferences attended                                                        | Frontline Services                   | 16 hours                                                      | 34 hours                                                      | 5   | 5   | 5   | 5    |  |
|                                                         |                                          | D. No. of hours spent in planning and supervising transfer of books and furniture from old building to new building | Facilitative Service                 | 80 hours                                                      | 120 hours                                                     | 5   | 5   | 5   | 5    |  |
| LIBMFO 2                                                | Efficient and Customer-friendly          | PI 1 Zero percent complaint from clients served                                                                     | Queries of walk-in clients responded | 0 complaint                                                   | 0 complaint                                                   | 5   | 5   | 5   | 5    |  |



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2017

Name of Staff: VICENTE A. GILOS

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 |

25 28 = 53/12

| 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                                                                                                                                                                                                                  |   |   |   |   |   |       |  |  |  |  |  |
| Average Score                                                                                                                                                                                                                |   |   |   |   |   |       |  |  |  |  |  |

Overall recommendation : \_\_\_\_\_

  
ANDREI D. PARDALES  
Name of Head Chair