

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

Name of Administrative Staff: ANDRELI D. PARDALES

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
<b>TOTAL NUMERICAL RATING</b>			4.91

TOTAL NUMERICAL RATING: 4.91

Add: Additional Approved Points, if any: -


TOTAL NUMERICAL RATING: -

ADJECTIVAL RATING: 0

Prepared by:

Reviewed by:

  
**ANDRELI D. PARDALES**  
Name of Staff

  
**BEATRIZ S. BELONIAS**  
Department/Office Head

Recommending Approval:

Approved:

  
**BEATRIZ S. BELONIAS**  
VP - Instruction

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, ANDRELI D. PARDALES, Head 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 JULY-DECEMBER 2018.

  
**ANDRELI D. PARDALES**  
 Ratee

  
 Approved: **BEATRIZ S. BELONIAS**  
 Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	2018 Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 2 Higher Education Services										
LIBMFO 2	Student Management Services	PI3 Percentage of students who availed of student assistantship at the library  Number of student assistants interviewed and applications signed	Technical Work	10	16 student assistants	5	5	5	5	
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	Technical Work							
		A. Number of clients given references/information	Technical Work	35 clients	76 clients	4.5	5	5	4.83	

		B. Percentage of clients - students, faculty and staff, , walk – in researchers using library resources	Technical work	95% of students used library resources	100 %	5	5	5	5	
		C. Number of hours spent for annual inventory and housekeeping	Reader's Services	In two weeks time	In three weeks time	5	5	4.5	4.83	
		P12 Number of best library practices on student services implemented		6 best practices	8 best practices	5	5	5	5	
		A. Number of students given orientation on Library Services	Readers' Services	90% of new students given orientation	99% of students given orientation	5	5	5	5	
		B. .Percentage of students, staff given instruction to Library Information resources	Readers' Services	90% of students given instruction	100% of students given instruction	5	5	5	5	
		C. Number of BLIS students trained	Extension Services							ONLY DURING THE FIRST QUARTER
		D. Number of hours given for extension of library services AACUP standards Number of hours in preparing documents Deadline of Theses submission	Technical Services	20 hours  2 hours extension	72 hours  1 hour extension	4.5	5	5	4.83	
		E. Number of issues of New Acquisitions List reviewed and edited	Technical Services	1	1	4.5	4.5	4.5	4.5	
		F. Preparation of Bibliographies for: a. Accreditation b. Curriculum	Technical work	3 programs under survey	Prepared PPP of 11 programs Level II 7 programs for	5	5	5	5	

		Management			Level I Bibliography for BS Nursing					
		G. Newsletter Number of issues reviewed and contributed article/s	Technical work	1	1	5	5	5	5	
<b>LIBMFO 1</b>	<b>Administra- tive and Facilitative Services</b>	PI5 Number of frontline academic services monitored and ensured to be costumer friendly & efficient and citizens charter posted conspicuously								
		a. Number of units monitored	Technical work	Four (4) service units	Eight (8) service units	4.5	5	5	4.83	
		b. Number of library staff supervised and evaluated	Technical work	18 Library staff	18 Library staff	4.5	4.5	4.5	4.5	
		c. Number of vouchers, AREs, monthly reports of project, purchase requests of books ,journals and other library materials, DTRs, leave applications, OPCR's and IPCRs, clearances of students and staff signed	Technical work	285 documents	662 documents	5	5	5	5	
		d. Number of meetings, workshops, conferences attended	Technical work	8	57	4.5	5	5	4.83	
	<b>Income Generating Services</b>	PI1 10% increase of income generated to support University Projects	Technical work	P 50,000.000	P 170,189.00	5	5	5	5	
<b>LIBMFO 2</b>	<b>Efficient and Customer- friendly Assistance</b>	PI1 Efficient and customer-friendly frontline services	Technical Work	0 compliant from clients served	0 complaint from client served	5	5	5	5	

OVPI 9- DEVELOPMENT BROADCASTING 7 COMMUNICATION SERVICES										
	Extension Services	PI7 Number of linkages/partnership forged	"	1	1	5	5	5	5	
		Joins the VSU environmental group activities "basura run"	Joins VSU environmental group once a month	1	3	5	5	5	5	
Additional accomplishments		Conducted National book week: Hosted Regional Poster making contest Hosted the Cine Europa			4 contests conducted to elementary, senior high school and college students					
	TOTAL OVERALL RATING		93.15			Comments & Recommendations to Development Purpose:				
Average Rating (Total Over-all rating divided by ) 19			4.90							
Additional Points:										
Punctuality										
Approved Additional Points (with copy of approval)										
ADJECTIVAL RATING			"O"							

Evaluated & Rated by :

BEATRIZ S. BELONIAS  
Date: \_\_\_\_\_

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

Approved by:

BEATRIZ S. BELONIAS  
Date: \_\_\_\_\_

Marian Bana,  
for your rating pls ty

Annex 0

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: July to December 2018

Name of Staff: ANDRELI D. PARDALES – Chief Librarian

**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. Demonstrate sensitivity to client's needs and makes the latters' 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 works which is easily retrievable when needed.	(3)	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 function 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 practices 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	
Total Score						

B. Leadership & Management ( <i>For supervisors only to be rated by higher supervisor</i> )	5	4	3	2	1
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. Innovated 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 units.	5	4	3	2	1
Total Score					84
Average Score					4.24

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

*Beatriz S. Belonias*  
**BEATRIZ S. BELONIAS**  
 Name of Head