

Rev.: 00

FM-PRO-13

onnel Records and Performance Evaluation Office

Control Number:

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: +63 053 563 7323

Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

Page 1 of 1

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

JULY TO DECEMBER 2019

Annex P

Name of Administrative Staff:

MABUAN, JOVELYN H.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.81	4.81 X 70%	3.36
 Supervisor/Head's assessment of his contribution towards attainment of offic accomplishments 	e 4.41	1.32	
	TOTAL NUME	ERICAL RATING	4.68

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	4.68						
FINAL NUMERICAL RATING	4.68						
ADJECTIVAL RATING:							
JOVELYN H. MABUAN Name of Staff		ANDRELI D. PARDALES Department/Office Head					
Appro	BEATRI	Z S. BELONIAS 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.							

11-15-2019

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>JOVELYN H. MABUAN</u> 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 <u>July</u> to <u>December 2019</u>.

JOVELYN H. MABUAN

Ratee

Approved by:

NDRELI D. PARDALES

Chief Librarian

MFO NO.	MFOs/PAPs	Success Indicators	Took Assigned	Target	Actual		R	ating		Remarks
WIFO NO.	WIFOS/PAPS		Task Assigned		Accomplishment	$Q^1 E^2 T^3 A^4$		A ⁴		
UMFO 2	Higher Education Services									
LIB MFO 1	Student Management Services	PI 1 Number of library staff and student assistant supervised, given orientation and instruction for duties and responsibilities	Supervisory	4	4	5	4.5	5	4.83	
UMFO 5	SUPPORT TO OPERATIONS	s (STO)						-		
LIB MFO 3	Technical Services	PI 1 Number of books catalogued/re- catalog and classified/re-classified	Technical work	7	No books acquired this rating period	5				
		PI 2 Number of articles/research papers compiled and indexed	Technical work	30	33	5	4.5	4.5	4.66	
		PI 3 Number of Grade 10 research papers received	Technical work	24	27	4.5	4.5	4.5	4.5	
		PI 4 Number of library materials/ documents compiled/sorted/ prepared for binding	Technical work	25	52	4.5	5	5	4.83	
		PI 5 Number of catalog cards sorted/ proofread/corrected	Technical work	25	63	4.5	4.5	5	4.66	
		PI 6 Number of books shelved /re-shelved	Technical work	60	171	4.5	5	5	4.83	
		PI 7 Number hours spent in inventory	Technical work		entory is done every first rating period					
		PI 8 Number of books selected/ checked/pulled out for waste and or for donation without cost	Technical work	No library m	naterials/equipment his rating period					

		PI 9 Number of Procedural Manual (PM) prepared (Bindery Unit/ Binding PM)	Technical	Other tasks Chief librarian	48	4.5	5	5	4.83	
		PI 4 Number of college students theses received/ checked for e-book	Technical work	submission	signment during of theses of college tudents					
LIB MFO 4	Reader's Services	Pl 1 Number of books charged/ discharged	Frontline services	255	283	5	5	5	5	
		PI 2 Number of Borrower's Card issued/updated/received for clearance purposes	Frontline services	8	13	4.5	5	5	4.83	
		PI 3 Number of announcements prepared/posted	Frontline services	5	8	4.5	5	5	4.83	
		PI 4 Number of hours spent in monitoring the control area	Frontline services	60	90	4.5	5	5	4.83	
		PI 5 Number of freshmen/transferee students given orientation on Library policies and procedures	Frontline service	80	93	5	5	5	5	
UMFO 6- GE	NERAL ADMINISTRATIV	/E and SUPPORT SERVICES			<u> </u>	-	.h.		A	
THE THE STATE OF T		Pl 1 Number of unit manage daily (High School Library) with two Library Staff and two Student Assistants	Managerial	1	1	5	5	5	5	
		PI 2 Number of faculty and student submitted to college library for clearance purposes	Frontline services	20	13	5	5	4.5	4.83	
		PI 3 Number AVR reservation forms counter-checked and approved	Supervisory	8	-	4.5	-	-	-	
		Pl 4 Number of Daily Time Records (DTR) reviewed and signed	Supervisory	Chief Librarian is the only authorized	14					
		PI 5 Number of requests (job order, purchase, etc.) prepared and submitted.	Managerial	3	4	4.5	5	4.5	4.66	
		PI 6 Number of communication letters sent to concern department	Managerial	1	4	4.5	5	5	4.83	
		PI 7 Number of official documents filled-up/ prepared and submitted (e.g. SALN, IPCR, DTR, etc.)	Technical	6	6	5	5	5	5	

LIB MFO 7	Efficient and Customer-friendly Assistance	PI 1 Number of clienteles assisted/given friendly and accurate information / references	Frontline services	150	213	5	5	5	5	
LIB MFO 8	Income Generating Services	Pl 1 Number of students and faculty accounted for overdue fines	Frontline services	10	5	5	4.5	4.5	4.66	
	TOTAL C	OVERALL RATING	91.44							
Total Over-a	all Rating				Comments & Reco	ommend	ations	for Dev	/elopmen	t Purpose:
Average Rat	ting (Total Over-all rating d	livided by 13)								
Additional P	Points:				She has the potential to higher educational level					
Punctu	uality			ner erroriturin flaven amanherr erroritura statelita. Nelson statelita errori	once she finishe	d her N	/laster	al stud	dies.	
Approv	ved Additional points (with	n copy of approval)			-					
FINAL RATING			4.81		-					
Adjectival Ra	ating		"0"		-					

ANDRELI D. PARDALES

Chief Librarian

Date

Approved by:

BEATRIZ S. BELONIAS

VP - Instruction

Date

1 - Quality

2 - Efficiency

3 – Timeliness

4 - Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff Rating Period: JULY - DECEMBER 2019

Name of Staff: MABUAN, JOVELYN – 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. (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.		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		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		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	1 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 (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.	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.		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		7	5/1	2	heatenmanaster	
	Average Score	e 4.41					

Overall recommendation	:	

ANDRELI D. PARDALES
Name of Head

Exhibit I

PERFORMANCE MONITORING FORM

January – June 2019

Name of Employee: MABUAN, JOVELYN H.

Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen- dation
Number of ISO files prepared	ISO files ready for encoded	July 2	December	December	0	0	O
	Number of ISO files	Number of ISO files ISO files ready	Number of ISO files ISO files ready Assigned	Task Description Expected Output Assigned Date to Accomplish Number of ISO files ISO files ready	Task Description Expected Output Assigned Date to Accomplish Accomplished Number of ISO files ISO files ready	Task Description Expected Output Assigned Date to Accomplish accomplished Output* Number of ISO files ISO files ready	Task Description Expected Output Date Assigned Date to Accomplish Accomplished Output* Number of ISO files ISO files ready Number of ISO files ready

* Either very impressive, impressive, needs improvement, poor, very poor ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

EMPLOYEE DEVELOPMENT PLAN

JULY - DECEMBER 2019

Name of Employee: MABUAN, JOVELYN H. Performance Rating:	
Aim: To finished masteral studies	
Proposed Interventions to Improve Performance:	
Date: Target Date:	
First Step: Followed up the status of her MSLIS degree.	
A ready helping hand of the task not assigned to her.	
Result: Trying to finish her thesis requirements. Files of document for ISO visit were done through her willingness to help.	
Date: Target Date:	
Next Step:	

Outcome: ISO - ready folders

Final Step/Recommendation:

Conforme:

JOVELYN H. MABUAN -Name of Ratee Faculty / Staff Prepared by:

ANDRELI D. PARDALES

Chief Librarian