

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(VSU UNIVERSITY LIBRARY)
July – December 2018**

Name of Administrative Staff: **MARIA AGNES P. HERMANO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.71	4.71 X 70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.0	4.0 X 30%	1.2
TOTAL NUMERICAL RATING			4.49

TOTAL NUMERICAL RATING: _____
 Add: Additional Approved Points, if any: _____
 TOTAL NUMERICAL RATING: 4.49

ADJECTIVAL RATING: **"VS"**

Prepared by: _____ Reviewed by: _____


MARIA AGNES P. HERMANO
 Name of Staff


ANDRELI D. PARDALES
 Department/Office Head 

Approved: _____


BEATRIZ S. BELONIAS
 VP - Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA AGNES P. HERMANO** 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 to December 2018

MARIA AGNES P. HERMANO
Ratee

Approved:

ANDRELI D. PARDALES
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2018 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 5	Support to Operations (STO)									
LIBMFO 3	Faculty Evaluation Services									
UFMO 6	General Administration and Support Services (GASS)									
LIBMFO 2	Efficient and Customer-friendly assistance	PI 1 Efficient and customer-friendly frontline service	Secretariat work	O Complaint from client	O Complaint from Client	5	5	5	5	
	Technical Services	PI 2 No. of communications/notices/ acknowledgement letters for books and other donations	"	54 communications/notice s/acknowledgement letter	72 Communications/notic e acknowledgement letter	4.5	4.5	5	4.66	
		PI 3 Number of Official Receipts, Binding Orders and Acknowledgement Receipt issued	"	125 OR, Binding Order and Acknowledgment Receipt	468 OR, Binding Order and Acknowledgment Receipt	4	5	5	4.66	
		PI 4 Number of Official Receipts checked, cash counted and remitted to Cash Division	"	125 Official Receipt	468 Official Receipt	4	5	5	4.66	
		PI 5 Number of official documents prepared: Purchase Requests Vouchers Leave applications Travel Order Monthly report of project sales Job requests Inspection Reports with Sales Invoice ARE's prepared	"	10 PR 10 Vouchers 16 Leave applications 7 Travel Order 6 Sales report 18 Job Request 8 Inspect. Report 49 ARE's	20 PR 20 Vouchers 31 Leave applications 21 Travel Order 6 Sales report 26 Job Request 10 Inspect. Report 240 ARE's	4.5	4.5	4.5	4.5	


		P1.5 Prepares daily collection of remittances report (New target) starting August 2018	Secretarial work	198 Official Receipts remitted	245 Official Receipts remitted	4.5	5	5	4.83	
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Total Over-all Rating	28.31	
Average Rating (Total Over-all rating divided by 6)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.71	
ADJECTIVAL RATING	"O"	

Comments & Recommendations for Development Purpose:

As an administrative support staff more exposure to developmental training, new trends in electronic archiving.

Evaluated & Rated by:


ANDRELI D. PARDALES
 Chief Librarian *11/20*

Date: _____

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

Approved by:


BEATRIZ S. BELONIAS
 VP - Instruction

Date: _____

Annex 0

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY-DECEMBER 2018

Name of Staff: MA. AGNES P. HERMANO Position: ADM. AIDE- IV

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 (<i>both for subordinates and supervisors</i>)	Scale				
1. Demonstrate 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 works 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 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		48 / 12				
Average Score		4				

Overall recommendation : _____



 ANDRELI D. PARDALES
 Name of Head *He* 1/30

Exhibit I

PERFORMANCE MONITORING FORM
JULY – DECEMBER 2018


Name of Employee: HERMANO, MARIA AGNES P.

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	To render overtime to prepare AACCUP documents	AACCUP documents	August 2018	September 2018	September 2018	VS	VS	
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 *Dec 11/20*

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HERMANO, MARIA AGNES P.
Performance Rating: July to December 2018

Aim: To attend trainings.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Sent her to attend archiving seminar at Cebu City.

Result: Develop the desire to attend more trainings

Date: _____ Target Date: _____

Next Step:

There were available slots for trainings but the annual inventory was conducted.

Outcome: _____


Final Step/Recommendation:

Prepared by:


ANDRELI D. PARDALES

Unit Head

Conforme:


MARIA AGNES P. HERMANO
Name of Ratee Faculty / Staff