COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **MAEGAN LOU A. ARUTA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.60	70%	**3.22**
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	**1.33**
TOTAL NUMERICAL RATING			**4.55**

TOTAL NUMERICAL RATING: 4.55
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.55**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

JANSEL JOI C. VILLAS
Administrative Aide IV

Reviewed by:

VICENTE A. GILOS
University Librarian

Approved:

ALELI A. VILLOCINO
Vice President for Student Affairs and Services

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No. **25-06**

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MAEGAN LOU A. ARUTA**, of the **UNIVERSITY LEARNING COMMONS (LIBRARY)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **MARCH-DECEMBER 2024.**

MAEGAN LOU A. ARUTA
Ratee
JAN 2 0 2025

VICENTE A. GILOS
University Librarian
2 4 JAN 2025

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	Target (March - December 2024)	Actual Accomplishment	Rating				Remarks
						Q[1]	E[2]	T[3]	A[4]	
UMFO 1. WORLD CLASS EDUCATION										
VSAS MFO 1.1 Efficient and Effective Library Services										
LS 2	Technical Services	PI 1.2 Number of titles of library resources encoded in DLM	Barcoding and encoding	20 tiles	125 titles	4	5	5	4.67	
		PI 2.1 No of periodicals Titles Subscribed/ Renewed PI 2.2 No. of periodicals received and processed	Periodical Collection Management	20 Journals	23 journals	5	5	4	4.67	
		PI 3. Number of titles of theses, dissertations, manuscripts, etc. cataloged and classified	Cataloging and classification	70 titles	130 titles	4	5	5	4.67	
		PI 4. Number of online databases subscribed	Online Resource Management	1 database	3 databases	5	5	5	5	
		PI 6. No. of articles indexed and/or abstracted	Abstract & Indexing	50 articles	345 articles	4	5	5	4.67	
		PI 7. Inventory conducted	Inventory of Library Resources	95%	99%	4	5	5	4.67	

		PI 8. Number of Website/Interactive social media Pages maintained	Social Media Engagement	1 Website/social media Page Maintained	1 Website/social media Page Maintained	4	4	5	4.33	
		PI 11. Number of titles digitized	IT Staff, Librarians	10 titles	28 titles	5	4	5	4.67	
LS 3	**Reader's Services**	PI 1 No. of patrons served in terms of: a. Printed materials b. IT, On-line resources c. Spaces	Reference Service	 50 users 50 users 50 users	 305 users 123 users 268 users	5	5	5	5	
		PI 1.1 Number of books processed for lending and returning	Check In and Check Out of books	100 books	145 books	4	5	5	4.67	
		PI 2. No. of queries responded	Reference Service	50 reference queries	125 queries	4	4	5	4.33	
LS 5	**Programs/Training and Activities**	PI 1. Number of activities, programs attended/ assisted/facilitated (i.e. flag ceremony, team building, Christmas party, etc.)	Library Engagement	15 activities, etc.	40 activities	5	5	5	5	
		PI 2. Number of trainings/ webinars attended/facilitated	Professional Development	2 training	10 trainings	5	5	5	5	
VSAS MFO 1.3 Linkages forged and maintained										
	Linkages	PI 1. No. of linkages with external agencies maintained for the exchange of publications	Linkages	20 linkages	76 linkages	5	5	4	4.67	
VSAS MFO 2.1 Efficient and effective delivery of quality procedure										

	Support to Quality Assurance Program and Institutional Accreditation Services	PI 1. Percentage of Supporting Documents prepared as required for quality assurance visit	Prepare the documents	90%	95%	4	4	5	**4.33**	
		PI. 1.2 Number of subject bibliographies prepared and/or updated for programs under survey	Bibliographic support for program under survey	1 bibliography	14 bibliographies	5	5	5	**5**	
VSAS MFO 3.1 Efficient and effective conduct of student support activities									
		PI 3. No of library orientation conducted	Library Instruction	1 session of orientation and/or instruction conducted	3 session of orientation and/or instruction conducted	4	4	5	**4.33**	
UMFO 2. General Administration and Support Services									
OVPSAS STO 2.3. Percentage of documents and records received and systematically filed and recorded within the day of receipt									
		Number of correspondence/letter requests/documents received and filed	Secure and filed the documents	20 documents	32 documents	4	4	5	**4.33**	
OVPSAS STO 2.3. Percentage of clients served that rated the services rendered at least very satisfactory or higher									
	Frontline Services	PI. 1 Efficient & customer-friendly frontline service: Zero percent of complaints from clients served	Customer Service	0% complaint	0%	3	3	3	**3**	
OVPSAS STO 2.4. Percentage of administrative services and financial/ administrative documents acted within time frame									
		PI 1. Number of units supervised, monitored, and coordinated efficiently.	Supervision	1 unit	2 unit	5	5	4	**4.67**	
		PI 5.1 Number of PPMP/PR prepared, signed and submitted	Procurement of library resources/materials	15 PPMPs/PRs	29 PPMPs/PRs	4	5	4	**4.33**	

		PI 5.2 No. of follow-ups for Purchase Request and Purchase Order		8 follow-ups	31 follow-ups	4	3	4	**3.67**	
	Student Assistantship Management Services	PI. 1 Number of students supervise	Student Assistant Recruitment and Onboarding	2 student Assistants	2 student assistants	4	5	5	**4.67**	
OVPSAS STO 2.12 Percentage of ISO evidence compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit										
		PI 1. Percentage of 5S implementation at the workplace	All Library staff	95%	99%					
Total Over-all Rating	110.35									
Average Rating	4.60									
Adjectival Rating	VS									

Average Rating (Total Over-all rating divided by 24)	4.60
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.60
ADJECTIVAL RATING	O

Comments and Recommendations for Development Purposes:

Maintains a positive and approachable attitude, contributing to a welcoming library environment. However, improving communication skills will enhance interactions with both colleagues and patrons for more effective service delivery.

Evaluated & Rated by:

VICENTE A. GILOS
University Librarian
2 4 JAN 2025

Approved by:

ALELI A. VILLOCINO
Vice President for Students Affairs & Services
JAN 2 8 2025

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **MAEGAN LOU A. ARUTA**

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	Choose and subscribe to relevant serials and online resources for the library.	10	Mar 4, 2024	Dec 27, 2024	Dec 27, 2024	Very impressive	Outstanding	
2	Create and oversee the PPMP, including the preparation of purchase requests for library materials and facilities.	8	Mar 4, 2024	Dec 27, 2024	Dec 27, 2024	Very impressive	Outstanding	
3	Make constant follow-ups to the procurement office to expedite the processing of library materials and facilities.	8 follow up through calls	Mar 4, 2024	Dec 27, 2024	Dec 27, 2024	Very impressive	Outstanding	
4	Organize and prepare newly acquired serials for use by students and staff.	25	Mar 4, 2024	Dec 27, 2024	Dec 27, 2024	Very impressive	Outstanding	
5	Compile and maintain bibliographic listings for stakeholder information and accreditation purposes.	100% complied	Mar 4, 2024	Dec 27, 2024	Dec 27, 2024	Very impressive	Outstanding	
6	Prepare necessary documentation for AACCUP accreditation, particularly for Parameter F and G.	90% complied	Mar 4, 2024	Dec 27, 2024	Dec 27, 2024	Very impressive	Outstanding	

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

Prepared by

VICENTE A. GILOS
University Librarian

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MAEGAN LOU A. ARUTA**
Performance Rating: **JANUARY - DECEMBER 2024**

Aim: _____

Proposed Interventions to Improve Performance:
Date: **JULY 2024**   Target Date: **DECEMBER 2024**

First Step: Attendance to seminars on Library and Information Science to keep with the librarianship trends.

Result: Completed during her attendance with PLAI-EVRLC Summit 2024

Date: **JANUARY 2025**   Target Date: **JUNE 2025**

Next Step: Engage in team discussions and meetings, ensuring active participation.

Outcome:_____

Final Step/Recommendation:

_____

Prepared by:

VICENTE A. GILOS
University Librarian

Conforme:

MAEGAN LOU A. ARUTA

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY-DECEMBER 2024**
Name of Staff: **MAEGAN LOU A. ARUTA** Position: **COLLEGE LIBRARIAN I**

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

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		Scale				
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
	Total Score			53		

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			4.42		

Overall recommendation:

Maintains a positive and approachable attitude but she has to work on her communication skills.

VICENTE A. GILOS
Immediate Supervisor

Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

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