

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

Name of Administrative Staff: **VICENTE A. GILOS – College Librarian II**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.83	4.83 X 70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	5.0 X 30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.88</b>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.88

ADJECTIVAL RATING:

“O”

Prepared by:




**VICENTE A. GILOS**  
Name of Staff

Reviewed by:



**ANDRELI D. PARDALES**  
Department/Office Head

Approved:


  
**BEATRIZ S. BELONIAS**  
VP - Instruction

### 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 2019.

  
VICENTE A. GILOS  
Ratee

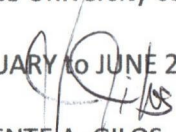
Approved:

  
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										
LIBMFO1	Student Management Services	PI 1 No. of student assistants interviewed, trained and deployed to different units	Frontline Services	10 student assistants	13 student assistants	4.83	4.5	5	4.77	
UMFO 4 EXTENSION SERVICES										
LIBMFO 2	Expert Services	PI 1 Number of trainees supervised during the On-the Job Training	Extension Services	10 trainees	27 trainees	4.5	5	5	4.83	
UMFO 5 SUPPORT TO OPERATIONS										
LIBMFO 3	Technical Services	PI 1. A. Unpublished materials catalogued and classified	Technical Services	80 theses	105 theses	4.83	5	5	4.94	
		B. Number books encoded to Destiny Library Management System and provided with barcodes	Technical Services	70 books	105 books	4.83	5	5	4.94	
		C. Number of VisCaiana materials added to the collection	Technical Services	26 materials	44 materials	4.83	5	4.83	4.88	
		D. No. of hours spent in shelf reading and shelving books	Technical Services	90 hours	120 hours	5	5	4.83	4.94	
		E. No. of damaged book pulled out for repair	Technical Services	72 books	84 books	4.5	4.5	5	4.66	

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ANDRELI D. PARDALES  
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LIBMFO 4	Reader's Services	PI 1 A. No. of clients given reference/information services	Reader's Services	300 clients-students, faculty, staff and walk-in researchers	450 clients-students, faculty, staff and walk-in researchers	4.83	5	5	4.94	
		B. Books charged/discharged	Reader's Services	650 books	650 books	4.83	5	5	4.94	
		B. Daily statistics of book loaned out and in-house prepared	Reader's Services	No error	No error	4.83	5	4.5	4.77	
		C. Number of hours spent at the Circulation Unit during Special Duties	Readers' Services	40 hours	72 hours	4.5	5	5	4.83	
		D. Daily statistics of book loaned out and in-house prepared	Reader's Services	No error	No error	4.83	5	4.83	4.88	
		E. Number of Graphic Design for display made	Reader's Services	4 graphic designs	4 graphic designs	5	5	5	5	
LIBMFO 5	Repository Services	PI 1. Number of E-copy of theses/dissertations checked and received	Repository Services	66 theses/dissertations	84 theses/dissertations	4.5	4.5	5	4.66	
		PI 2. Number of VisCaiana materials added to the collection	Technical Services	36 materials	36 materials	4.5	4.5	4.5	4.5	
<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	190 students	4.83	5	4.83	4.88	
		B. No. of documents, i.e. JO payrolls, overdue notices and applications for borrowers card signed	Frontline Services	100 documents	156 documents	4.83	5	4.83	4.88	
		C. No. hours spent in meetings/workshop/conferences attended	Frontline Services	16 hours	28 hours	4.5	5	5	4.83	
<b>UMFO 8</b>										
	Best	PI 1 Number of Best practices								


	Practices	on students services implemented								
		PI 1 A. No. of hours spent in completing instruction	Best practices	2 hours	8 hours	4.5	5	5	4.83	
	<b>Total Over-all Rating</b>									


Average Rating (Total Over-all rating divided by 19)	91.90	
Additional Points:		
Punctuality		
Approved Additional points		
FINAL RATING	4.83	
ADJECTIVE RATING	"O"	

Comments & Recommendations for Development Purpose:
He is good mentor, a potential leader and manager.

EVALUATED & RATED BY:

Approved by:

  
 ANDRELI D. PARDALES  
 Chief Librarian  
 Date: \_\_\_\_\_

  
 BEATRIZ S. BELONIAS  
 VP – Instruction  
 Date: \_\_\_\_\_

- 1- Quality
- 2- Effectiveness
- 3- Timeliness
- 4- Average



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019

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.	<u>5</u>	4	3	2	1
2. Makes self-available to clients even beyond official time	<u>5</u>	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	<u>5</u>	4	3	2	1
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	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	<u>5</u>	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.	<u>5</u>	4	3	2	1
7. Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	3	2	1
8. Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	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	<u>5</u>	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	<u>5</u>	4	3	2	1
11 Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
12 Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score					
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>					
Scale					
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	<u>5</u>	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.	<u>5</u>	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.	<u>5</u>	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	<u>5</u>	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	<u>5</u>	4	3	2	1
Total Score					
85 / 17					
Average Score					
5.0					

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

  
**ANDRELI D. PARDALES**  
 Chief Librarian

Exhibit I

**PERFORMANCE MONITORING FORM**

January – June 2019


Name of Employee: GILOS, VICENTE A.

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	Number of unpublished materials catalogued	Catalogued theses/dissertation	June 4	June	June	VS	VS	VS
2	Supervision of the Reader's Services Unit	Supervised a unit	June 4	June	June	O	O	O
3								
4								

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
**ANDRELI D. PARDALES**  
 Chief Librarian



## EMPLOYEE DEVELOPMENT PLAN

January – June 2019

Name of Employee: GILOS, VICENTE A.  
Performance Rating:

Aim: To be mentored as head of office

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step: Newly purchased Library materials are partly under his name.

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Result: Willingness to take responsibility

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Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

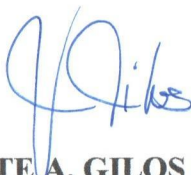
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Outcome: Planned enrolment by

Final Step/Recommendation:

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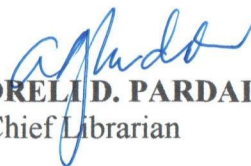
Conforme:



**VICENTE A. GILOS**

Name of Ratee Faculty / Staff

Prepared by:



**ANDRELI D. PARDALES**  
Chief Librarian