

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

Name of Administrative Staff: **JOSE F. SAULAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.59	4.59 X .70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.25	3.25 X .30%	0.97
TOTAL NUMERICAL RATING			4.18


TOTAL NUMERICAL RATING: **4.18**

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: **VS**

Prepared by:


JOSE F. SAULAN
Name of Staff

Reviewed by:

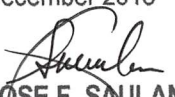

ANDRELI D. PARDALES
Department/Office Head 

Approved:


BEATRIZ S. BELONIAS
VP - Instruction

INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM (IPCR)

I, **JOSE F. SAULAN** 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


JOSE F. SAULAN
 Ratee

Approved:


ANDRELI D. PARDALES
 Head of Unit

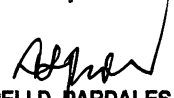
MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2018 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 5	Support to Operations (STO)									
LIBMFO 3	Faculty Evaluation Services									
UFMO 6	General Administration and Support Services (GASS)									
LIBMFO 2	Efficient and Customer-friendly assistance	PI 1 Efficient and customer-friendly frontline service	Secretariat work	0 Complaint from client	0 Complaint from client	5	5	5	5	
	Technical Services	PI 2 No. of communications/notices/ acknowledgement letters for books and other donations	Technical work	68 communications/ notices/acknowledgem ent letter	68 communications/ notices/acknowledgeme nt letter	4	4.5	4.6	4.36	
		PI 5 Number of official documents follow up: Purchase Requests Vouchers Appointment J.O. Leave applications Travel Order Payroll (JO & Student Assistant) Monthly project sales report Job requests Inspection Reports with Sales Invoice & Official Receipt for (Petty Cash) ARE's prepared	Technical work	14 PR's 15 Vouchers 6 JO Appointment 15 Leave application 8 Travel Order 12 Payrolls (JO &S A) 6 monthly report 10 Job Request 32 Inspection Reports 15 ARE's	25 PR's 25 Vouchers 7 JO Appointment 21 Leave application 8 Travel Order 18 Payrolls (JO &S A) 6 monthly report 10 Job Request 32 Inspection Reports 15 ARE's	4	4.5	4.6	4.36	
		PI 4 Number of facilities (CR) cleaned managed and maintained (2 nd floor)	Technical work	4 CR's	5 CRs	4.5	5	4.5	4.66	
		PI 5 Number of hours spent watering and maintaining plants (second floor)	Technical work	30 minutes twice a week	30 minutes twice a week	4.5	4	4	4.16	
		PI 6 Number shelves assigned spent in conducting inventory	Technical work	3 steel bookshelves (back to back)	3 steel bookshelves (back to back)	5	5	5	5	

Total Over-all Rating	27.54	
Average Rating (Total Over-all rating divided by 6)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.59	
ADJECTIVAL RATING	"VS"	

Comments & Recommendations for Development Purpose:

Training on Gender sensitivity seminar and developmental training for administrative support staff and public service ethics.

Evaluated & Rated by:


ANDRELI D. PARDALES
 Chief Librarian

Date:

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

Approved:


BEATRIZ S. BELONIAS
 VP / Instruction

Date:

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2018

Name of Staff: **JOSE F. SAULAN**

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
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											
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						39 / 12					
Average Score						3.25					

Overall recommendation : _____



ANDRELI D. PARDALES
 Name of Head *du 11/10*

Exhibit I

PERFORMANCE MONITORING FORM

JULY – DECEMBER 2018


Name of Employee: SAULAN, JOSE F.

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	For fast tracking of important documents	Tasks accomplished on time	Sept. 2018	Sept. 2018	Sept. 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

EMPLOYEE DEVELOPMENT PLAN
July – December 2018

Name of Employee: SAULAN, JOSE F.
Performance Rating:

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Recommended to attend training (POAP) to be updated on processing papers and on ethics frontliners.

Result: Declined due to financial reasons.

Date: _____ Target Date: _____


Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:

Conforme:


JOSE F. SAULAN
Name of Ratee Faculty / Staff


ANDRELI D. HARDALES
Unit Head 