



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **EDUARDO R. ABANERA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.50

TOTAL NUMERICAL RATING: 4.50
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.50

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

JANSEL JOIC VILLAS
Administrative Aide IV

Reviewed by:

VICENTE A. GILOS
University Librarian


Approved:

ALELI A. VILLOCINO
Vice President for Student Affairs and Services



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **EDUARDO R. ABANERA** 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 **January to December 2024**.


EDUARDO R. ABANERA
 Ratee
 JAN 20 2025


 Approved: **VICENTE A. GILOS**
 University Librarian
 24 JAN 2025

MFOs/PAPs	Success Indicators	Task Assigned	Target January - 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 Number of library materials repaired and rebound	Collection preservation	20	18	4	5	5	4.67	
	PI 2 Number of library materials shelves and re-shelves	Shelf reading	30	50	5	5	5	5	
	PI 3. Number of Junior/Senior High manuscripts delivered for binding and picked up.	Collection development assistance	20	243	5	5	5	5	
	PI 4 Number hour spent in the physical inventory of library materials	Inventory of library collection	98	120 hours	5	4	4	4.33	
	PI 5 Number of copies of newly acquire library material/ resources list delivered/ dissimilated to concern departments	New acquisitions	3	3	4	4	4	4	
LS 3 Reader's Services	PI 1. Number of clients assisted and given accurate answers for direct queries	Frontline Service	20	35	4	4	4	4	
	PI 2. Number of hours spent in securing and/or safeguarding entrance and exit doors	Monitoring management	900	879	5	5	5	5	
	PI 3. Number of statistics prepared and counted for recording	Data collection	2	40	5	5	5	5	
	PI 4. Number of AVR user assisted and watched over	Customer Service	50	90	4	4	5	4.33	
LS 5	PI 1. Number of trainings/ seminars attender for professional growth	Professional development	1	3	4	4	4	4	

Programs/ Trainings and Activities									
	PI 2. Number of meetings and activities attended	Library engagement	4	16	4	4	5	4.33	
VSAS MFO 2.1 Efficient and effective delivery of quality procedure									
Support to Quality Assurance, Program and Institutional Accreditation Services	PI 1. Number of documents delivered to respective department as required for quality assurance visit	Documents delivery	2	2	4	4	5	4.33	
UMFO 2. General Administration and Support Services									
OVPSAS STO 2.3. Percentage of clients served that rated the services rendered at least very satisfactory or higher									
Frontline Services	PI 1. Efficiency and customer-friendly frontline services	Customer service	0 % Complaint	0%	4	5	5	4.67	
OVPSAS STO 2.4. Percentage of administrative services and financial/ administrative documents acted within time frame									
	PI 1 Number of official documents/ communication delivered/ followed up/ picked up	Documents delivery	5	87	5	5	4	4.67	
	PI 2. Number of PPMP/ PR delivered for signature/ picked up as approved/ disapproved.	Documents delivery	3	5	5	4	4	4.33	
	PI 2 a. Number of hours spent in cleaning the High School library surrounding daily.	Cleaning hours	476 hours	676 hours	5	5	5	5	
	b. Number of hours spent in grass cutting and gardening	Maintenance hours	24 hours	144 hours	5	5	4	4.67	
	c. Number of hours spent in taking care and or watering of plants	Maintenance hours	238 hours	293 hours	5	4	4	4.33	
	PI 3 Number of hours spent in opening and closing windows and doors, checking and securing facilities, electrical, and other equipment for safety and security of the library and its resources.	Safety and security control	36 hours	56 hours	4	4	4	4	
Income Generating Services	PI 1. Number these delivered for binding	Collection development assistance	20	251	5	5	5	5	
	PI 2. Number times remitted the cash for receipt issuances to college library	Financial management	22	36	4	4	4	4	
OVPSAS STO 2.12 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit									
	PI 1. Percentage of 5S implementation at the workplace	ISO quality management	96%	97%	5	4	4	4.33	
Total Over-all Rating								98.99	

Average Rating (Total Over-all rating divided by 22)	4.5	Comments & Recommendations for Development Purpose: Supports the daily operations of the High School Library by maintaining cleanliness, organization and assisting in the timely delivery of documents. Shows dedication and a positive work attitude in carrying out duties.
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.5	
ADJECTIVAL RATING	VS	

Evaluated & Rated by:

VICENTE A. GILOS

University Librarian

Date: 24 JAN 2025

Approved by:

ALELI A. VILLOCINO

Vice President for SAS

Date: JAN 28 2025


PERFORMANCE MONITORING FORMName of Employee: **EDUARDO R. ABANERA**

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	Opens and closes doors and windows	15 minutes/ day	Jan 2, 2024	Dec 27, 2024	Dec 26, 2024	Impressive	Very Satisfactory	
2	Inspects the building to make sure that electrical equipment and apparatus are off	15 minutes/ day	Jan 2, 2024	Dec 27, 2024	Dec 26, 2024	Impressive	Very Satisfactory	
3	Takes care of the ornamental plants	20 hours	Jan 2, 2024	Dec 27, 2024	Dec 26, 2024	Impressive	Very Satisfactory	
4	Helps the books repairs in the bindery	50 volumes	Jan 2, 2024	Dec 27, 2024	Dec 26, 2024	Impressive	Very Satisfactory	
5	Sends communications, notices, acknowledgement letters to other departments	20 communications and other documents	Jan 2, 2024	Dec 27, 2024	Dec 26, 2024	Impressive	Very Satisfactory	
6	Number of hours cleaning the library	25 hours	Jan 2, 2024	Dec 27, 2024	Dec 26, 2024	Impressive	Very Satisfactory	

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

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

Prepared by


VICENTE A. GILOS
 University Librarian

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **EDUARDO ABANERA**
Performance Rating: **JANUARY - DECEMBER 2024**

Aim: _____

Proposed Interventions to Improve Performance:

Date: **JULY 2024**

Target Date: **DECEMBER 2024**

First Step: Seminar on Customer Frontline Service

Result: Not met

Date: **JANUARY 2025**

Target Date: **JUNE 2025**

Next Step: Attend basic customer service training and improve coordination with library staff.

Outcome: _____

Final Step/Recommendation:

Prepared by:


VICENTE A. GILOS
University Librarian

Conforme:


EDUARDO R. ABANERA



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY-DECEMBER 2024**

Name of Staff: **EDUARDO R. ABANERA** Position: **ADMINISTRATIVE AIDE 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



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	54				
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	4.5				
Overall recommendation: Improve documentation of daily tasks by recording them in a clear and chronological manner to enhance monitoring and workflow.					

VICENTE A. GILOS
Immediate Supervisor