



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

January to June 2020

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (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	4.08	4.08 X 30%	1.22
TOTAL NUMERICAL RATING			4.51

TOTAL NUMERICAL RATING: **4.51**


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.51**

ADJECTIVAL RATING: **"VS"**

Prepared by:


JOSE F. SAULAN
Name of Staff

Reviewed by:


VICENTE A. GILOS
Department/Office Head

Recommending Approval:

N/A
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for 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 January to June 2020

JOSE F. SAULAN

Ratee

Approved:

VICENTE A. GILOS

Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2020 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 5 Support to Operations (STO)										
UFMO 6 General Administration and Support Services (GASS)										
LIBMF 07	Efficient and Customer-friendly assistance	PI 1 Efficient and customer-friendly frontline service	Messengerial work	0 Complaint from client	0 Complaint from client	5	4	5	4.66	
LIB MFO 3	Technical Services	PI 5 No. of communications/notices/ acknowledgement letters send to Records section.	"	20 communications/ notice, acknowledgment Letter	38 communications/ notice, acknowledgment Letter	5	4	5	4.66	
		PI 6 Number of official documents follow up: Purchase Requests Vouchers Appointments (JO) Leave applications Payroll (JO & Emergency Worker) Payroll Student Assistant (H.S. & College) Monthly report of project sales Job requests Inspection Reports with Sales Invoice Job Request, RIS, & ARE's	"	Documents follow-up: 16 PR's, 16 Vouchers, 2 JO appointment, 17 Leave application, payroll (JO & SA), 6 Payroll Student Assistant (H.S. & College) 6 Monthly report of project sales	Documents follow-up: none 16 Vouchers, 3 JO appointment, 17 Leave application, payroll (JO & SA), 2 Payroll Student Assistant (Jan-Feb) (H.S. & College) 6 Monthly report of project sales	5	4	5	4.66	

				8 Job requests 15 Inspection reports with Sales invoice 21 Job Request RIS & ARE's	8 Job requests 28 Inspection reports with Sales invoice 24 Job Request RIS & ARE's					
		P1 7. Number of DTRs attached VL / SL and Schedule of Special Duties of (Permanent & Casual employee) every month	"	66 DTRs with attachments	66 DTRs with attachments	5	5	5	5	
		PI 8 Number of facilities (CR) cleaned, managed and maintained (first floor)	"	3 CRs cleaned and maintained (2 nd floor)	3 CRs cleaned and maintained (2 nd floor)	5	5	5	5	
		PI 9. Number of hours spent cleaning / arranged the equipment at the AV room	Technical Work	Once a week spent cleaning / arranged the equipment at the AV room	Once a week spent cleaning / arranged the equipment at the AV room	5	4	5	4.66	
		P1 10. No. of bookshelves inventoried	Technical Work	2 bookshelves (back to back)	2 bookshelves (back to back)	5	4	4	4.33	

Total Over-all Rating	32.97	
Average Rating (Total Over-all rating divided by 7)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.71	
ADJECTIVAL RATING	"O"	

Comments & Recommendations for Development Purpose:

During this Covid 19 – Pandemic, he will have more cleaning tasks while JO staff are having 7 days a month work schedules.

Evaluated & Rated by:

VICENTE A. GILOS

Chief Librarian

Date: _____

Approved by:

BEATRIZ S. BELONIAS

VP – Instruction

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

PERFORMANCE MONITORING FORM

January – June 2020

Name of Employee: JOSE F. SAULAN

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	Facilities cleaned, managed and maintained	No complained		June	June	VS	VS	
2								
3								
4								
5								
6								
7								

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

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

Prepared by:



VICENTE A. GILOS
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2020**

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

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

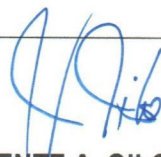
A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits 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						

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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		49 / 12				
Average Score		4.08				

Overall recommendation :


VICENTE A. GILOS
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

January to June 2020

Name of Employee: JOSE F. SAULAN

Performance Rating: _____

Aim: To lead the cleaning of VSU Library surroundings

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

He was tasks to lead in the cleaning of 3 floors library building and its surroundings.

Result:

Maintained and clean Library

Date: _____ Target Date: _____

Next Step:


Outcome: _____

Final Step/Recommendation:

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


JOSE F. SAULAN
Name of Ratee Faculty/Staff