

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF
Janaury to June 2018

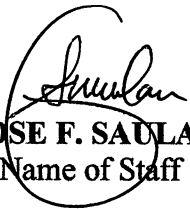
Name of Administrative Staff: JOSE F. SAULAN



Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.41	70%	3.08
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.83	30%	1.14
TOTAL NUMERICAL RATING			4.22

TOTAL NUMERICAL RATING: 4.22
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.22

ADJECTIVAL RATING: "VS"

Prepared by: 
JOSE F. SAULAN
Name of Staff

Reviewed by: 
ANDRELI D. PARDALES
Department/Office Head 

Approved: 
BEATRIZ S. BELONIAS
Vice President- 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 2018

JOSE F. SAULAN
Ratee

Approved:

ANDRELI D. PARDALES

Head of Unit *de 9/1/4*

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	Messengerial work	0 Complaint from client	0 Complaint from client	5	5	5	5	
	Technical Services	PI 2 No. of communications/notices/ acknowledgement letters send to Records section and by Departments.	"	75 communications/ notice, acknowledgement Letter	80 communications/ notice, acknowledgment Letter	5	4.5	4	4.5	
		PI 3 Number of official documents follow up: Purchase Requests Vouchers Appointments (JO) Leave applications Payroll (JO & Emergency Worker) Travel documents Monthly Report of Trust Fund Job requests Inspection Reports with Sales Invoice ARE's/IRS	"	24 PR's 15 vouchers 6 JO appointments 48 Leave applications 8 payrolls 12 travels 6 monthly reports 17 Job requests 32 Inspection reports 15 ARE's/IRS	44 PR's 44 vouchers 7 JO appointments 50 Leave applications 23 payrolls (J.O. & S.A) 6 monthly sales report 20 Job requests 46 inspection report 49 ARE's/IRS	5	5	5	5	
		PI 3. Number of hours spent securing the library and its facilities during special duties. (Opening and/or closing doors and windows, turning off lights and electric fans, etc.)	Reader's Services	12 hours	15 hours	4.5	4.5	4	4.33	
		PI 4. Number of hours spent cleaning library facilities on assigned weeks. (Cleaning CR, arranging tables and chairs, etc.)	Reader's Services	40 hours	50 hours	4	4.5	4	4.16	

		PI 5 Number of hours spent watering and maintaining plants (second floor)	"	10 minutes (twice a day in every week)	10 minutes (twice a day in every week)	3.5	3.5	3.5	3.5	

Total Over-all Rating	26.49	
Average Rating (Total Over-all rating divided by 6)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.41	
ADJECTIVAL RATING	"VS"	

Comments & Recommendations for Development Purpose:

Mr. Sauter's initiative is a competency he ought to maintain to improve his services. Sauter is recommended to a higher status if funds are available.

Evaluated & Rated by:

Andre D. Pardo
ANDRE D. PARDALES
 Chief Library

Date: _____

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

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
 Vice President for Instruction

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 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
Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	③	2	1
11					
12. Willing to be trained and developed	5	④	3	2	1

28 18

Total Score					
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)					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					44/12
Average Score					3.53

Overall recommendation : _____


ANDRELI D. PARDALES

Name of Head

che 9/14

PERFORMANCE MONITORING FORM


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	Follows-up official documents: Purchase requests Vouchers Appointments Leave applications Payroll (Emergency workers and J.O.s Monthly report of trust funds Job request Inspection reports with sales invoice AREs/RS	160 documents	Jan-June	Jan-June	June	Impressive	Very Satisfactory	
2	Facilitates notices, documents, letters to respective departments , offices and Records office	70	Jan-June	Jan-June	June	Impressive	Very Satisfactory	

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

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

Prepared by:


ANDRELI D. PARDALES

Chief Librarian
Unit Head *9/14*

EMPLOYEE DEVELOPMENT PLAN

January to June 2018

Name of Employee: SAULAN, JOSE F.

Performance Rating:

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: To cut the transactions time in following up papers.

Result: He willingly use his personal motorcycle to follow up papers and calls offices before following up papers.

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


ANDRELI D. PARDALES
Unit Head