

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(VSU UNIVERSITY LIBRARY)
JAN-JUNE 2016**

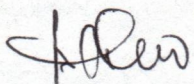
Name of Administrative Staff: MA. AGNES P. HERMANO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80		3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.1		1.53
TOTAL NUMERICAL RATING			4.89

TOTAL NUMERICAL RATING: -
 Add: Additional Approved Points, if any: -
 TOTAL NUMERICAL RATING: **4.89**

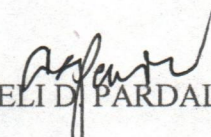
ADJECTIVAL RATING: **"0"**

Prepared by:


 MA. AGNES P. HERMANO

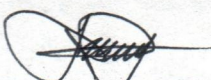
 Name of Staff

Reviewed by:

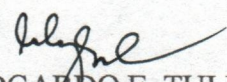

 ANDRELI D. PARDALES *che*

 Department/Office Head

Recommending Approval:


 REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


 EDGARDO E. TULIN
 VSU-President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MA. AGNES P. HERMANO 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 2016

MA. AGNES P. HERMANO
Ratee

Approved:

ANDRELI D. PARDALES
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2016 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	All complaints properly addressed	4.5	4.5	4.5	4.5	
	Technical Services	PI 2 No. of communications/notices/acknowledgement letters for books and other donations	"	68 communications/notice s/acknowledgement letter	87 communications/notice s/acknowledgement letter	4.5	4.5	4.5	4.5	
		PI 3 Number of Official Receipts, Binding Orders and Acknowledgement Receipt issued	"	595 OR, Binding Order and Acknow. Receipt	850 OR, Binding Order and Acknow Receipt	5	5	5	5.	
		PI 4 Number of Official Receipts checked, cash counted and remitted to Cash Division	"	595 Official Receipt	850 Official Receipt	5	5	5	5	
		PI 5 Number of official documents prepared: Purchase Requests Vouchers Appointments (JO) Leave applications Travel documents Monthly report of project sales Job requests Inspection Reports with Sales Invoice ARE's prepared	"	8 PR 8 Vouchers 5 J.O. Appt. 16 Leave app. 8 Travel 6 Sales report 17 Job Request 8 Inspect. Report 52 ARE's	15 PR 15Vouchers 7 J.O. Appt. 25 Leave App. 15Travel 6 Sales report 22 Job Request 15 Inspect. Report 97 ARE's	4.5	4.5	4.5	4.5	
		PI 6 Number of bound theses sorted for delivery/pick up by respective departments	"	332 Bound theses	505 Bound Theses	4.5	5	5	4.83	
		PI 7 Number of bound theses sorted by personal copies	"	332 theses (personal)	476 theses (personal)	4.5	5	5	4.83	

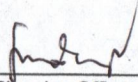
	PI 8 Number of Sales Invoice checked against approved PO for voucher preparation	"	8 Sales Inv.	15 Sales Inv.	5	5	5		
	PI 9 Number of approved Purchase Requests sent to book jobbers through fax and surface mail for issuance of Sales Invoice	"	8 PR's	15 PR's	5	5	5		
	P20 Number of books Request for Quotation send through fax / email to the book jobbers	"	245 books	314 books	4.5	5	5		
	P21 Number of PPMP books		192 PPMP books	273 PPMP books	4.5	5	5		
	P22 Number of days spent accomplishing NCCA project and preparing Terminal Report	"	5days	7 days	4.5	5	5		

57.65


Total Over-all Rating	57.65	
Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.80	
ADJECTIVAL RATING	" 0 "	

Comments & Recommendations for Development Purpose:

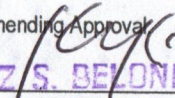
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Planning Office

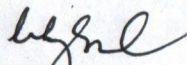
Calibrated by:


REMBERTO A. ESPINDOL
PMT

Recommending Approval


BEATRIZ S. BELONIAS PhD
Vice President

Approved by:


EDGARDO E. TULIN
President

Date: _____

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

Date: _____

Date: _____

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January-June 2016**

Name of Staff: **MA. AGNES P. HERMANO**

Position: Administrative Aide-III

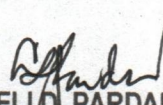
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	(4)	3	2	1	
3. 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	
4. 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	
5. Keeps accurate records of her work which is easily retrievable when needed.	5	(4)	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	5	(4)	3	2	1	
7. 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	
8. 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	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	(4)	3	2	1	
10. 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						51/10				
Average Score						5.1				

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head *che*