

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(VSU UNIVERSITY LIBRARY)
July to December 2017**

Name of Administrative Staff: Vicente A. Gilos – College Librarian - II

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	X .70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.16	X .30%	1.24
TOTAL NUMERICAL RATING			4.64

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.64

ADJECTIVAL RATING: "O"

Prepared by:


VICENTE A. GILOS
Name of Staff

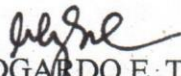
Reviewed by:


ANDRELI D. PARDALES
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
VSU-President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, VICENTE A. GILOS, of the Visayas State University commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period July to December 2017.

VICENTE A. GILOS
Ratee

Approved:

ANDRELL D. ARDALES
Head of Unit
Dec 13, 2018

MFO NO.	MFO & PAP's	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating			Remarks
						Q1	E2	T3	A4
UMFO 2 HIGHER EDUCATION SERVICES									
LIBMFO2	Student Management Services	PI 2 No. of student assistants interviewed, trained and deployed to different units	Frontline Services	12 student assistants	13 student assistants	5	4.5	4.6	4.7
UMFO 5 SUPPORT TO OPERATIONS (STO)									
LIBMFO 5 Library Services		PI1. Percentage increase in the number of resources acquired and made available to students. Faculty, staff and researchers							
		PI1 A. No. of damaged book pulled out for repair	Technical Services	70 books	89 books	5	4.6	4.6	4.73
		B. No. of hours spent in shelf reading and shelving books	Technical Services	90 hours	120 hours	4.6	5	5	4.86
		C. Unpublished materials catalogued and classified	Technical Services	197 unpublished materials	235 books	5	4.6	4.6	4.73
		D. Number of VisCaiana materials added to the collection	Technical Services	30 materials	42 materials	5	4.6	4.6	4.73
		E. Number books encoded to Destiny Library Management System	Technical Services	50 books	60 books	5	4.6	5	4.86
		F. Number of barcodes pasted to books	Technical Services	50 barcodes	60 books	5	4.6	5	4.86
		G. Number of subject bibliographies prepared	Technical Services	2 subject	2 subject				

		and/or edited for AACUP or other purposes	bibliographies	bibliographies	5	5	4.6	4.86	
	Library services	PI2 Percentage increase in the number of students, faculty, staff & researchers availing of the Library facilities, services & resources							
		PI 2 A. No. of clients given reference/information services	500 clients- students, faculty, staff and walk-in researchers	758 clients- students, faculty, staff and walk-in researchers	5	5	4.6	4.86	
		B. Books charged/discharged	850 books	1408 books	5	5	5	5	
		C. No. of hours spent completing inventory, housekeeping	80 hours	80 hours	5	4.6	5	4.86	
		D. Number of hours spent at the Circulation Unit during Special Duties	60 hours	120 hours	5	5	5	5	
	Library Services	PI 3 Number of Best practices on students services implemented							
		PI 3 A. No. of hours spent in completing instruction and orientation	4 hours	5 hours	5	4.6	4.6	4.73	
		B. Reader's Advisory	0 complaint from clients	0 complaint	5	5	5	5	
UMFO 6 – GENERAL ADMINISTRATIVE SUPPORT SERVICES									
LIBMFO1	Administrative and Facilitative Services	PI 5 A. No. of staff and students cleared (clearance)	100 students	208 students and staff	5	5	5	5	
		B. No. of documents, i.e. JO payrolls, overdue notices and applications for borrowers card signed	100 documents	170 documents	5	4.6	5	4.86	
		C. No. hours spent in meetings/workshop/conferences attended	16 hours	48 hours	5	5	5	5	
		D. No. of hours spent in planning and designing	16 hours	26 hours					

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2017

Name of Staff: VICENTE A. GILOS

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	
12 Willing to be trained and developed	(5)	4	3	2	1	

10/40

50/12
4.16

B. Leadership & Management (For supervisors only to be rated by higher supervisor)						Total Score	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		54/10			
						Average Score		5.4			

Overall recommendation :

ANDREI D. PARDALES

Name of Head