

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF
JANUARY - JUNE 2017**

Name of Administrative Staff: **ANDRELI D. PARDALES**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	4.93X70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.64	4.64X30%	1.39
TOTAL NUMERICAL RATING			4.84

TOTAL NUMERICAL RATING: **4.84**
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: **"O"**

Prepared by:


ANDRELI D. PARDALES
Name of Staff *che 11/23*

Reviewed by:


BEATRIZ S. BELONIAS
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANDRELI D. PARDALES, Head 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 Jan.-June 2017.

ANDRELI D. PARDALES
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Approved: **BEATRIZ S. BELONIAS**
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	2017 Target	Actual Accomplishment	Rating				Remarks
UMFO 2 Higher Education Services										
LIBMFO 2	Student Management Services	PI3 Percentage of students who availed of student assistantship at the library Number of student assistants interviewed and applications signed	Technical Work	8 student assistants	13 student assistants	5	5	5	5	
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 A. Number of book jobbers /dealers contacted, communicated for	Technical Work			5	5	4.5	4.83	

	commended titles of books and journals	Work	canvass papers	canvass papers	5	5	5	5	5	
	B. Percentage of clients - students, faculty and staff, walk-in researchers using library resources	Technical work	100 % of students faculty and staff, walk-in researchers using library resources	100% of students faculty and staff, walk-in researchers	5	5	5	5	5	
	C. Number of hours spent for annual inventory and housekeeping	Reader's Services	160 hours in inventory							Inventory will be done in December
	P12 Number of best library practices on student services implemented									
	A. Number of students given orientation on Library Services	Readers' Services								Orientation is given every start of the year (August)
	B. Percentage of students, staff given instruction to Library Information resources	"	99 %	100% of students, newly hired staff	5	5	5	5	5	
	C. Number of hours given for extension of library services AACCUP standards Number of hours in preparing documents Deadline of Theses submission	Technical Services	20 hours 8 hours	43 hours 11 hours	5 5	5 5	5 5	5 5	5 5	
	D. Number of issues of New Acquisitions List reviewed and edited	Technical Services	Two issues	One issue	5	4.5	4.5	4.5	4.66	
	E. Preparation of Bibliographies for: a. Accreditation b. Curriculum	Technical work	100% complied	100% complied	5	5	5	5	5	

[illegible]

OVPI 9- DEVELOPMENT BROADCASTING 7 COMMUNICATION SERVICES

		PI6 Number of student interns supervised	Technical work	-	-								Schedule changed due to date of board exam.
	Extension Services	PI7 Number of linkages/partnership forged		30 international institutions, 12 national institution	43 international institutions 13 national	5	5	5	5	5			
	TOTAL OVER-ALL RATING		78.96										
Average Rating (Total Over-all rating divided by 4)													
Additional Points:													
Punctuality													
Approved Additional Points (with copy of approval)													
ADJECTIVAL RATING													
"O"													

Received by

Calibrated by:

Recommending Approval:

Approved by:


TERESITA L. QUINANOLA
Head, PRPEO


REMBERTO A. PATINDOL
PMT


BEATRIZ S. BELONIAS
Vice President


EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2017

Name of Staff: **ANDRELI D. PARDALES**

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. Willing to be trained and developed	5	4	3	2	1

35 20

1

55/12

4.56

Total Score						55/12 = 4.58				
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						79/17				
Average Score						4.64				

24/4
4.8

Overall recommendation : _____

[Signature]
BEATRIZ S. BELONIAS
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ANDRELI D. PARDALES**

Performance Rating: January to June 2017

Aim:

Proposed Interventions to Improve Performance:

Date: January 2017

Target Date: March 2017

First Step: Set goals and plan for the realization of goals by applying for a month's training abroad for administrative staff.

Result: Granted a month's training at Masaryk University, Czech Republic from April 1-30, 2017 and learned effective management styles.

Date: May Target Date: June 2017

Next Step: Applied the time and support staff management, set schedule of monthly meetings, update of staff accomplishments, being a listener to complaints, go down to the grassroots level if needed.

Outcome : A more accomplished duties and responsibilities, more responsible junior staff, and innovative staff.

Final Step/Recommendation:

Prepared by:

BEATRIZ S. BELONIAS
Unit Head