



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **GILOS, VICENTE A.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.7	70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.7	30%	1.41
TOTAL NUMERICAL RATING			4.70

TOTAL NUMERICAL RATING: 4.70

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.7

ADJECTIVAL RATING: "O"

Prepared by:

Reviewed by:

CRISILDA MARIE C. ROBLE
Name of Staff

VICENTE A. GILOS
Department/Office Head

Approved:

ALELI A. VILLOCINO
Vice President – Students Affairs
And Services

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 January to June 2021.


VICENTE A. GILOS

Ratee


ALELI A. VILLOCINO

VP – Students Affairs & Services

Approved:

EDGARDO E. TULIN

President

MFO & PAP's	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
VSAS MFO 1 : ISO 9001:2015 aligned documents	PI 1 No. of quality procedures prepared or reviewed for revision	Technical work	2 quality procedures						For Month of July only
	PI 2 2 libraries operations managed efficiently	Managerial	0 complaint	0 complaint	5	5	5	5	
OCLMFO 2 Expert Service									
	PI 1. Number of programs provided/rendered i.e. acting as internal AACCUP accreditor or ISO Auditor.	Expert Services	1 program	2 programs	5	5	5	5	
OCLMFO 3 Technical Services									
Technical Services	PI 1. A. Number of materials Catalogued and Classified or re-classified	Technical Services	60 library materials	65 library materials	5	4	3	4	
	B. Number of Library materials accessioned	Technical Services	25 books	30 books	5	4	3	4	
	PI 3. A. No. of library materials encoded to the database	Technical Services	60 library materials	65 library materials	5	4	3	4	
	B. No. of library materials provided with barcode	Technical Services	60 library materials	65 library materials	5	4	3	4	
	C. No of entries in DLM reviewed, edited and updated	Technical Services	25 entries	32 entries	5	5	5	5	
	PI 4. A. No. of documents prepared for	Technical	3 documents	15	5	5	5	5	

	AACCUP, CHED RQUAT, ISO, etc. accreditation/requirements	Services		documents					
	B. No. of bibliographies prepared for accreditations and other purposes	Technical Services	1 bibliography	2 bibliographies	5	5	5	5	
	PI 8. B. No. of hours spent in doing shelf reading and shelving	Technical Services	20 hours						
OCLMFO 4 Reference and Reader's Services									
Reference and Reader's Services	PI 1 A. No. of students, faculty, staff & researchers with reference queries assisted and or responded	Reader's Services	12 clients-students, faculty, staff and researchers	22 clients-students, faculty, staff and researchers	5	5	5	5	
	PI 2 A. No. of students, faculty, staff and researchers online reference queries responded	Reader's Services	13 patrons	18 patrons	5	4	4	4.33	
	PI 3 A. No. of hours spent in the preparation and the conduct of orientations		6 hours						Month of August Only
OCLMFO 5 Repository Services									
Repository Services	PI 3. A. Number of materials for Viscaiana materials received		6 materials	11 materials	5	5	5	5	
OCLMFO 6 – GENERAL ADMINISTRATIVE SUPPORT SERVICES MANAGEMENT									
Administrative and Facilitative Services	PI 1 A. Number of Official documents reviewed and signed (PPMPs, PRs, JO Payrolls, IPCRs, Delivery receipts, Acknowledgement, etc.)	Frontline Services	150 documents	444 documents	5	5	5	5	
	B. Number of official notices and communications signed (Overdue notices, Correspondence, Memos	Frontline Services	25 notices or communications	90 notices or communications	5	5	5	5	
	C. Number of Clearances Signed	Frontline Services	50 clearances	562 clearances	5	5	5	5	
	PI 5. A. No. of Library/ies managed efficiently	Managerial	2 libraries	2 libraries	5	5	4	4.67	
	B. Number of reports prepared and submitted	Managerial	3 reports	3 reports	5	4	4	4.33	

	C. No. hours spent in meetings attended	Managerial	8 hours	32 hours	5	5	5	5	
OCLMFO 7 - Efficient and Customer-friendly Assistance									
	PI 1 Percentage of efficiency and customer-friendly frontline services	Frontline Services	95 percent	98 percent	5	5	4	4.67	
OCLMFO 8 - Income Generating Services									
	PI 2 Number of IGP reports reviewed and signed	Income Generating Project	1 report	6 reports	5	5	5	5	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 19)	94	
Additional Points:		
Punctuality		
Approved Additional points		
FINAL RATING	4.7	
ADJECTIVE RATING	"O"	

Comments & Recommendations for Development Purpose:
He is very responsible and willing to work beyond office hours.

Evaluated by:


ALELI A. VILLOCINO
 Immediate Supervisor

Date: _____

Approved by:


ALELI A. VILLOCINO
 VP – Students Affairs & Services

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2021

Name of Staff: VICENTE A. GILOS

Position: CHIEF LIBRARIAN


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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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	<u>5</u>	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	<u>4</u>	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	<u>5</u>	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	<u>4</u>	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	<u>4</u>	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	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	<u>5</u>	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	<u>5</u>	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
12.	Willing to be trained and developed	<u>5</u>	4	3	2	1

Total Score		57				
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	<u>5</u>	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.	<u>5</u>	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.	<u>5</u>	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	<u>4</u>	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	<u>4</u>	3	2	1
Total Score		80/17				
Average Score		4.7				

Overall recommendation :


ALELI A. VILLOCINO
 Printed Name and Signature
 VP-Student Affairs and Services

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GILOS, VICENTE
Performance Rating: _____

Aim:
Proposed Interventions to Improve Performance:

Date: Jan 2021 Target Date: June 2021

First Step: _____

Result: _____

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____


Final Step/Recommendation:

Continue sending Mr. Gilos to training or seminars on the latest trends of Library Management and Library and Information Science for him to remain updated.

Prepared by:


ALELIA A. VILLOCINO
VP-Student Affairs and Services

Conforme:


VICENTE A. GILOS
Name of Ratee Faculty/Staff