



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.75</b>

TOTAL NUMERICAL RATING: 4.75

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.75

ADJECTIVAL RATING: "O"

Prepared by:

AIREEN M. DAG-UMAN  
Name of Staff 01/04/23

Reviewed by:

VICENTE A. GILOS  
Department/Office Head

Recommending Approval:

N/A  
Dean/Director

Approved:

ALELI A. VILLOCINO  
Vice President-Students Affairs  
and Services

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)**

I, **VICENTE A. GILOS**, of the **OFFICE OF THE CHIEF LIBRARIAN** 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 2022**

**VICENTE A. GILOS**

Ratee 01/04/23

**ALELI A. VILLOCINO**

VP – Students Affairs & Services

MFO & PAP's	Success Indicators	Task Assigned	Target	Actual Accomplishm ent	Rating				Remarks
					Q1	E2	T3	A4	
VSAS MFO 1 : ISO 9001:2015 aligned documents	P1 1 No. of quality procedures prepared or reviewed for revision	Technical work	2 quality procedures	6 quality procedures	5	5	5	5	
	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/department	3 department	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		N/A				Delegated to Filipiniana Librarian
	B. Number of Library materials accessioned	Technical Services	25 books		N/A				Delegated to Filipiniana Librarian



	PI 3. A. No. of library materials encoded to the database	Technical Services	60 library materials		N/A				Delegated to Filipiniana Librarian
	B. No. of library materials provided with barcode	Technical Services	60 library materials		N/A				Delegated to Filipiniana Librarian
	C. No of entries in DLM reviewed, edited and updated	Technical Services	25 entries	40 entries	5	4	4	4.33	
	PI 4. A. No. of documents prepared for AACUP, CHED RQUAT, ISO, etc. accreditation/requirements	Technical Services	3 documents	6 documents	5	5	5	5	
	B. No. of bibliographies prepared for accreditations and other purposes	Technical Services	1 bibliography	1 bibliography	4	4	4	4	
	PI 8. B. No. of hours spent in doing shelf reading and shelving	Technical Services	20 hours	30 hours	4	5	4	4.33	
<b>OCLMFO 4 Reference and Reader's Services</b>									
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	54	5	5	5	5	
	PI 2 A. No. of students, faculty, staff and researchers online reference queries responded	Reader's Services	13 patrons	25	5	5	4	4.67	
	PI 3 A. No. of hours spent in the preparation and the conduct of orientations		6 hours	8 hours	5	4	5	4.67	Month of August Only
<b>OCLMFO 5 Repository Services</b>									
Repository Services	PI 3. A. Number of materials for Viscaiana materials received		6 materials	8 materials	4	4	3	3.67	

### 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	185 documents	5	5	5	5	
	B. Number of official notices and communications signed (Overdue notices, Correspondence, Memos	Frontline Services	25 notices or communications	109	5	5	5	5	
	C. Number of Clearances Signed	Frontline Services	50 clearances	1,664	5	5	5	5	
	PI 5. A. No. of Library/ies managed efficiently	Managerial	2 libraries	2 Libraries	5	5	5	5	
	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	54 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 %	98%	5	5	5	5	
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### OCLMFO 8 - Income Generating Services

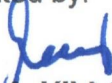
	PI 2 Number of IGP reports reviewed and signed	Income Generating Project	1report	1 report	5	5	4	4.67	
Total Over-all Rating					89.67				
Average Rating					4.72				
Adjectival Rating					"O"				

Average Rating (Total Over-all rating divided by 19)	4.72	
Additional Points:		
Punctuality		
Approved Additional points		
FINAL RATING	4.72	
ADJECTIVE RATING	"O"	

Comments & Recommendations for Development Purpose:

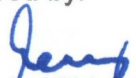
1. He provides alternatives to a problem that needs urgent decision.
2. He can really manage a team & recommends his staff to trainings to improve their performance.

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



## PERFORMANCE MONITORING FORM

Name of Employee: VICENTE A. GILOS

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	Chairperson of Area VII of ABELS and MSLT program	100% accomplished	August 2022	September 2022	September 30, 2022	Very impressive	Outstanding	
2	Collects, prepare and compiles supporting documents for area VII AACCUP Visit	100% accomplished	August 2022	September 2022	September 30, 2022	Very impressive	Outstanding	
3	Prepares and produces program portfolios for ABELS and MSLT Programs. Prepare compliance report	100% accomplished	August 2022	September 2022	September 30, 2022	Very impressive	Outstanding	
4	Conduct ISO Audits to two offices	100% accomplished	August 2022	September 2022	November 10, 2022	Very impressive	Outstanding	

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

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

Prepared by:

  
VICENTE A. GILOS

Unit Head 01/04/23



### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY-DECEMBER 2022

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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	<u>4</u>	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	58				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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.	<u>5</u>	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	<u>4</u>	3	2	1
Total Score	24				
Average Score	4.82				

Overall recommendation : \_\_\_\_\_

  
**ALELI A. VILLOCINO**  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: VICENTE A. GILOS

Performance Rating: \_\_\_\_\_

Aim:

Proposed Interventions to Improve Performance:

Date: July 2022      Target Date: December 2022

First Step:

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Result:

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Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

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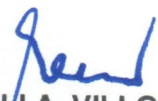
Outcome: \_\_\_\_\_

Final Step/Recommendation:


Continuous updating through trainings, seminars and conferences attendance on the latest trends of Library and Information Science, and Management is suggested.

He may consider to pursue a doctorate degree.

Prepared by:

  
**ALELI A. VILLOCINO**  
VP-Student Affairs and Services

Conforme:

  
**VICENTE A. GILOS** 01/04/23  
Name of Ratee Faculty/Staff