

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(VSU UNIVERSITY LIBRARY)
July – December 2018**

Name of Administrative Staff: **TIRSO E. IGOT, JR.**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	4.50 X 70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.16	3.16 X 30%	0.94
TOTAL NUMERICAL RATING			4.09


TOTAL NUMERICAL RATING: _____
 Add: Additional Approved Points, if any: _____
 TOTAL NUMERICAL RATING: **4.09**

ADJECTIVAL RATING: **"VS"**

Prepared by:

Reviewed by:


TIRSO E. IGOT, JR.
 Name of Staff


ANDRELI D. PARDALES
 Department/Office Head

Approved:



BEATRIZ S. BELONIAS
 VP - Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **TIRSO E. IGOT, JR.**, 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 July – December 2018.


TIRSO E. IGOT, JR.
 Ratee

Approved:


ANDRELI D. PARDALES
 Head of Unit *Dec 1/20*

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2018 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 6 GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
LIBMO 5 SUPPORT TO OPERATIONS (STD)										
LIBMFO 5	LIBRARY SERVICES	PI 1 Percentage increase in the number of students, faculty, staff, and researchers availing the Library Services & Resources								
LIBMFO 5	LIBRARY SERVICES									
		PI 2. Number of hours spent securing the Control (entrance/exit) Unit	Reader's Services	360 hours (65 days)	370 hours (65 days)	4.5	4.5	4.5	4.5	
		PI 3. Number of hours spent securing the library and its facilities during special duties. (Opening and/or closing doors and windows, turning off lights and electric fans, etc.)	Reader's Services	12 hours	12 hours	4.5	4.5	4.5	4.5	
		PI 4. Number of hours spent cleaning library facilities on assigned weeks. (Cleaning CR, arranging tables and chairs, etc.)	Reader's Services	40 hours	50 hours	4.5	4.5	4.5	4.5	
		Number of hours spent doing annual inventory	Technical Services	160 hours (4 weeks)	160 hours (4 weeks)	4.5	4.5	4.5	4.5	
UMFO 6 – GENERAL ADMINISTRATIVE SUPPORT SERVICES										
LIBMFO 1	Administrative and Facilitative Services	PI 5. Number of frontline academic services monitored and ensured to be costumer friendly & efficient and citizens charter posted conspicuously								
		Number of DTRs counterchecked against logbook	Frontline Service	156 DTRs	156 DTRs	4.5	4.5	4.5	4.5	

LIBMFO 2	Efficient and Customer friendly Assistance	P1.6 Queries of walk-in clients responded to accurately and efficiently	Frontline Services	100%	100%	4.5	4.5	4.5	4.5	
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Total Over-all Rating	27	
Average Rating (Total Over-all rating divided by)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.50	
ADJECTIVAL RATING	"VS"	


Comments & Recommendations for Development Purpose:

A seminar workshop on Developmental Training program for administrative support staff.

Gender sensivity seminar and customer service skills is recommended.

Evaluated & Rated by:

Approved by


ANDRELI D. PARDALES
 Chief Librarian *du 1/30*

Date: _____


BEATRIZ S. BELONIAS
 VP - Instruction

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER 2018

Name of Staff: TIRSO E. IGOT, JR.

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

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						38 / 12				
Average Score						3.16				

Overall recommendation : _____



ANDRELI D. PARDALES
 Name of Head *1/20*

Exhibit I

PERFORMANCE MONITORING FORM

JULY – DECEMBER 2018


Name of Employee: IGOT, TIRSO E., JR.

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	To attend training for professional growth	Exposed to trainings	Aug. 2018	Oct. 2018	Oct. 2018	VS	VS	
2								
3								
4								

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

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

Prepared by:


ANDRELI D. PARDALES
 Chief Librarian *no 11/30*

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: IGOT, TIRSO JR E.
Performance Rating: July to December 2018

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: To enhance his professional competency, he was encouraged to attend seminars & trainings.

Result: He was able to avail the PAOP training in Cagayan which he enjoyed and learned.

Date: _____ Target Date: _____

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


ANDRELI D. PARDALES
Unit Head *11/30*

Conforme:


TIRSO E. IGOT, JR.
Name of Ratee Faculty / Staff