VISAYAS STATE UNIVERSITY

UNIVERSITY LEARNING COMMONS (LIBRARY)

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **IRISH V. FLORES**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.03
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	30%	1.28
TOTAL NUMERICAL RATING			**4.31**

TOTAL NUMERICAL RATING: _____4.31_____
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING   _____4.31_____

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

JANSEL JOI C. VILLAS
Administrative Aide IV

Reviewed by:

VICENTE A. GILOS
Chief Librarian

Approved:

ALELI A. VILLOCINO
Vice President for SAS

UNIVERSITY LEARNING COMMONS (LIBRARY)
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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, IRISH V. FLORES, of the **UNIVERSITY LEARNING COMMONS (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 **JANUARY-JUNE 2024.**

IRISH V. FLORES
Ratee
2 3 JUL 2024

Approved: **VICENTE A. GILOS**
Head of Unit
2 5 JUL 2024

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	Target (January to December 2024)	Actual Accomplishment	Q[1]	E[2]	T[3]	A[4]	Remarks
UMFO 1. WORLD CLASS EDUCATION										
	VSAS MFO 1.1 Efficient and Effective Library Services									
		PI 4. Number of drafts made for Library Manual/Handbook revision to fit the recent Library Technological changes, services, trends and patron needs.	Manual revision	1 draft						July - December 2024
LS 2	**Technical Services**	PI 1 No. of library resources processed.	-cataloguing & classification	20	25	4	4	4	**4**	
		PI 2 Number of titles of theses, dissertations, manuscripts, etc acquired, processed and catalogued	-cataloguing & classification	75	142	4	5	4	**4.33**	
		PI 2.1 Number of titles of Filipiniana books encoded in the DLM	Barcoding and encoding	10	25	4	4	4	**4**	

		PI 2.2 Number of titles of theses, dissertations & special papers encoded in the DLM	Barcoding & encoding	75	142	4	5	4	**4.33**	
		PI 7. Inventory conducted	Number of hours spent	1 inventory						July - December 2024
		PI 8. Number of Website/Interactive social media Pages maintained	- Social media engagement	1	1	4	4	3	**3.67**	
		PI 9. Number of IT equipment) maintained		1 computer and 1 printer	1	3	3	4	**3.33**	
		PI 12 No. of articles authored for the newsletter	Newsletter contribution	1						July - December 2024
		PI 13 No. of books presented during LISM photovoice	Presentation of local (Samar & leyte) books	1	-					No competition is held.
		PI 14 No. of Bibliographies prepared	Listings of Books by program	2	4	5	5	4	**4.67**	
		PI 15 No. of monthly displays posted	Posted monthly display		5	5	4	5	**4.67**	
		PI 16 No. of selected/ collated Filipiniana books for NCCA digitization	Selects books for digitization		333	5	4	5	**4.67**	

LS 3	Reader's Services	PI 1 No. of patrons served in terms of:				4	4.67	4.67	**4.45**	
		a. Printed materials		80 users	110					
		b. IT, On-line resources		25 users	45					
		c. Spaces		80 users	118					
		PI 2. No. of queries responded		80 reference queries	78	4	5	5	**4.67**	
		PI 2. Number of materials acquired for special collection	Archiving	2	37	4	4	3	**3.67**	
		Completion of the VSU Timeline (1924-2024) Memorabilia display	Display of VSU History		100%	5	4	3	**4**	**Additional output**
		Completion of the GAD Corner set up	Special collection		100%	5	5	5	**5**	**Additional output**
LS 5	Programs/Training and Activities	PI 1. Number of activities, programs attended/ assisted/facilitated	-Attend activities and other programs	2 activities, meetings, etc.	12	5	4	4	**4.33**	
		PI 2. Number of trainings/ webinars attended/facilitated		2 trainings	4	5	5	5	**5**	
VSAS MFO 2.1 Efficient and effective delivery of quality procedure										
	Support to Quality Assurance, Program and Institutional Accreditation Services	PI 1. Percentage of Supporting Documents prepared as required for quality assurance visit	-Assist on Preparing documents	90%	95%	4	4	5	**4.33**	

VSAS MFO 3.1 Efficient and effective conduct of student support activities											
		PI 3 No. of Library instructions conducted	-conduct orientation/ instructions	1 sessions of orientation and/or instruction conducted	-						July - December 2024
UMFO 2. General Administration and Support Services											
OVPSAS STO 2.2. Percentage of documents and records received and systematically filed and recorded within the day of receipt.											
		Number of correspondence/letter requests/documents received and filed.	-Secure the documents in safe & filed	25 documents	17	4	4	4	**4**		
OVPSAS STO 2.3. Percentage of clients served that rated the services rendered at least very satisfactory or higher											
	Frontline Services	PI. 1 Efficient & customer-friendly frontline service: Zero percent of complaints from clients served	0% complaint	0% complaint	0% complaint	4	4	4	**4**		
OVPSAS STO 2.4. Percentage of administrative services and financial/ administrative documents acted within time frame											
		PI 1. Number of Sections supervised, monitored and coordinated efficiently.	-Administer Filipiniana Section & Viscaniana Collection	2 sections	2	3	4	4	**3.67**		
		PI 2. Number of Official documents prepared, issued, acknowledged, signed, authenticated and inspected	-No. of receipts, notices, acknowledge ments issued	15 Official documents	40	5	5	4	**4.67**		
	Student Assistantship Management Services	PI. 1 Number of students who availed of an assistantship at the library	-	2 assigned SA	2	5	5	4	**4.67**		

		Number of student applicants for student assistantship interviewed, recruited and selected				6	5	5	4	**4.67**	Additional output
		Number of newly recruit student assistants provided with instruction				4	4	5	5	**4.67**	Additional output
OVPSAS STO 2.12 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit											
		PI 1. Percentage of 5S implementation at the workplace	All Library staff	95%	97%	5	5	4		**4.67**	
OVPSAS STO 3: Innovations & new Best Practices Development Services											
Total Over-all Rating		108.14									
Average Rating		4.33									
Adjectival Rating		VS									

		Comments & Recommendations for Development Purpose:
Average Rating (Total Over-all rating divided by 23)		
Additional Points:	4.33	**Irish's role as Filipiniana Librarian is crucial for the preservation and promotion of our cultural heritage; however, her recent outputs have not been put to the expected standards.**
Punctuality		
Approved Additional points		
FINAL RATING	4.33	**Attending the training sessions and advanced cataloging and metadata standards specifically for Filipiniana materials to improve accuracy and comprehensiveness.**
ADJECTIVE RATING	VS	

Evaluated & Rated by:

VICENTE A. GILOS
Dept/Unit Head
Date: _____2 5 JUL 2024_____

Approved by:

DR. ALELI A. VILLOCINO
VP-Student Affairs and Services
Date: _____JUL 2 5 2024_____

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

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **IRISH V. FLORES**

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	Collect, acquire, archive and integrate local history and Viscaiana materials into the library collection.	6 Titles	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	
2	Organize and prepare newly acquired local history and Viscaiana materials for use by students and staff.	100%	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	
3	Compile and maintain bibliographic listings for stakeholder information and accreditation purposes.	2 sets of bibliographic listing	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	
4	Manage the recruitment and selection process for student assistants to supplement the library workforce.	100%	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	
5	Prepare necessary documentation for AACCUP accreditation, particularly for Parameter E.	100%	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by

VICENTE A. GILOS
Unit Head

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **IRISH V. FLORES**
Performance Rating: **JANUARY - JUNE 2024**

Aim: _____

Proposed Interventions to Improve Performance:

Date: **JANUARY 2024**   Target Date: **JUNE 2024**

First Step: She needs rigorous coaching to fully grasp the importance of making customers satisfied with the service.

Result:

Date: **JULY 2024**   Target Date: **DECEMBER 2024**

Next Step: She needs to undergo training on teamwork and collaboration. Regular feedback should be provided for effective support.

Outcome:_____

Final Step/Recommendation:

_____

Prepared by:

VICENTE A. GILOS
Chief Librarian

Conforme:

IRISH V. FLORES

VISAYAS STATE UNIVERSITY | UNIVERSITY LEARNING COMMONS (LIBRARY)

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY-JUNE 2024**
Name of Staff: **IRISH V. FLORES**   Position: **COLLEGE LIBRARIAN I**

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

No.	Description	Scale				
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
11.	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		51			

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					
	Average Score		**4.25**			
Overall recommendation:						

VICENTE A. GILOS
Immediate Supervisor