



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MABUAN, JOVELYN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.8	30%	1.44
TOTAL NUMERICAL RATING			4.71

TOTAL NUMERICAL RATING: 4.71

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.71

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

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:


Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOVELYN H. MABUAN** 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 **January to June 2022**.


JOVELYN H. MABUAN
 Ratee

Approved:


VICENTE A. GILOS
 Head of Unit

MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OCLMFO 1 Student Assistantship Management Services	PI 1 Number of Student Assistant Trained, given orientation and instruction for duties and responsibilities	Supervisory		No SA hired	NA	NA	NA	NA	
	PI 2 Number of Student Assistant supervised	Supervisory		No SA hired	NA	NA	NA	NA	
OCL STO1: ISO 9001:2015 ALIGNED DOCUMENTS AND COMPLAINT PROCESSES	PI1 Percentage of 5S implementation at the workplace	Frontline Service	95%	98%	5	5	5	5	
OCL STO4: INNOVATION & BEST PRACTICES	PI1 Number of articles authored/ contributed to the Newsletter issue	Technical work	1	1	5	5	4	4.67	
OCLMFO 3 Technical Services	PI 1 Number of library materials catalogued and classified	Technical work	25	39	4	5	5	4.67	
	PL 2 Number of Library materials recorded to accession book	Technical work	25	109	5	5	5	5	

	PI 3 Number of shelflist/inventory card prepared and generated	Technical work	25	109	5	5	4	4.67	
	PI 4 Number of pages of newly acquired library materials/ resources list prepared	Technical work	2	4	5	4	4	4.33	
	PI 5 Number of newly acquire library material/ resources list printed and dissimilated/ displayed for customers awareness	Frontline	3	2	3	3	4	3.33	
	PL 6 Number of Junior/Senior High theses, manuscripts, etc. received	Technical work	15	NA	NA	NA	NA	NA	Submission of Research is July
	PL 7 Number of library materials encoded to the database and provided with barcode	Technical work	30	54	5	5	5	5	
	PI 8 Number of Journals/Magazines received, recorded, compiled, and monitored	Technical work	6	NA	NA	NA	NA	NA	No serials received
	PI 9 Number hour spent in physical inventory of library materials	Technical work	198	NA	NA	NA	NA	NA	Conducted Summer (July-August)
OCLMFO 4 Reference and Reader's Services	PI 1 Number of queries responded (direct/ reference type)	Frontline Service	25	46	4	5	4	4.33	
	PI 2 Number of orientation and instruction conducted	Frontline Service	1	1	5	5	5	5	
	PI 3 Number of books check-out and or check in	Frontline Service	40	31	3	3	4	3.67	
OCL MFO7 Support to Program and Institutional Accreditation Services	PI 1 Number of documents prepared for AACCUP, RQAT, COPC etc. survey visit	Technical work	1	2	5	5	5	5	

	PI 2 Number of bibliographies prepared and submitted	Technical work	4	16	5	5	5	5	
UMFO 6 General Administrative and Support Services	PI 1 Number of section managed and supervised daily	Managerial	1	1	5	5	5	5	
	PI 2 Number of official documents filled-up/ prepared and submitted (e.g. SALN, IPCR, etc.)	Supervisory	3	10	5	5	4	4.67	
	PI 3 Number of Daily Time Records reviewed	Supervisory	12	12	5	5	4	4.67	
	PI 4 Number of PPMP and or requests (job order, purchase, etc.) prepared and submitted.	Supervisory	3	3	5	5	4	4.67	
	PI 6 Number of Clearances verified and countersigned/ signed	Supervisory	4	23	5	5	5	5	
	PI 7 Efficiency and customer-friendly frontline services	Frontline Service	0 Complaint	0 Complaint	5	5	5	5	

Average Rating (Total Over-all rating divided by 4)	88.68		Comments & Recommendations for Development Purpose: <u>She accepted additional tasks assigns and always makes herself available to clients even beyond official time. She needs to complete her MSLIS.</u>
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING	4.67		
ADJECTIVAL RATING	"O"		

Evaluated & Rated by:


VICENTE A. GILOS
 Dept/Unit Head

Approved by:


ALELI A. VILLOCINO
 VP - Student Affairs & Services

Date: _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average

Date: AUG 03 2022

PERFORMANCE MONITORING FORM


Name of Employee: Mabuan, Jovelyn H.

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	Number of Library Materials catalogued and classified.	39	January 3, 2022	June 30, 2022	June 30, 2022	Very impressive	Outstanding	It has to be continued daily until all library collections are in the DLM
2	Collects, prepares and compiles supporting documents for Parameter B, of Area VII for AACCUP	1 parameter Completed	January 3, 2022	June 30, 2022	June 30, 2022	Very impressive	Outstanding	
3	Prepares and produce bibliographies for the programs under AACCUP Survey and CHED-RQAT/COPC	16	January 3, 2022	June 30, 2022	June 30, 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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2022

Name of Staff: MABUAN, JOVELYN

Position: COLLEGE LIBRARIAN II

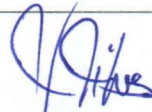
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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. 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.	<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		4.8				

Overall recommendation : _____



VICENTE A. GILOS

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jovelyn H. Mabuan

Performance Rating: _____

Aim:

Proposed Interventions to Improve Performance:

Date: January 2022

Target Date: June 2022

First Step:

She was tasked to draft guidelines, policies and procedure for the face-to-face library services.

Result:

She came-up with excellent and workable guidelines, policies and procedures.

Date: : January 2022

Target Date: June 2022

Next Step:

She was tasked to update her citizen's charter which include her new guidelines and procedures.

Outcome: Her output will be integrated to the Office of the Chief Librarian's Citizen's Charter for submission and posting.

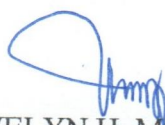
Final Step/Recommendation:

Prepared by:



VICENTE A. GILOS
Unit Head

Conforme:



JOVELYN H. MABUAN
Name of Ratee Faculty/Staff