



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

**Annex P**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.68	70%	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.5	30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.63</b>

TOTAL NUMERICAL RATING: 4.63  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.63

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 FORM (IPCR)

I, **JOVELYN H. MABUAN** of the University Library commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period July to December 2021.

**JOVELYN H. MABUAN**  
Ratee

Approved:

  
**VICENTE A. GILOS**  
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
OCLMFO 1	Student Management Services	PI 1 Number of Student Assistant Trained, given orientation and instruction for duties and responsibilities	Supervisory		Hiring Student Assistant is suspended in the time being	N/A	N/A	N/A	N/A	
		PI 2 Number of Student Assistant supervised	Supervisory		No SA hired due to pandemic					
OCLMFO 2	Expert Services	PI1 Number of articles authored/ contributed to the Newsletter issue	Technical work	1	N/A	N/A	N/A	N/A	N/A	
OCLMFO 3	Technical Services	PI 1 Number of library materials catalogued and classified	Technical work	25	49	5	5	5	5	
		PL 2 Number of Library materials accessioned	Technical work	25	49	5	5	5	5	
		PI 3 Number of books provided with accessories, etc.	Technical work	15	49	5	5	5	5	
		PI 4 Number of books provided with shelflist card	Technical work	25	49	5	5	5	5	
		PI 5 Number of new acquisition list prepared	Technical work	1	1	4	4	4	4	
		PI 6 Number of new acquisition printed and dissimilated for customers awareness	Frontline	1	N/A	N/A	N/A	N/A	N/A	No new books received
		PL 7 Number of Junior/Senior High theses, manuscripts, etc. received	Technical work	15	N/A	N/A	N/A	N/A	N/A	
		PL 8 Number of library materials encoded to the database.	Technical work	15	234	5	5	5	5	



		PI 9 Number of library materials provided with barcode	Technical work	15	234	5	5	5	5	
		PI 10 Number of documents prepared for AACUP, CHED, ISA ,ISO, etc. accreditations/requirements	Technical work	1	4	5	5	5	5	
		PI 11 Number of bibliographies prepared for accreditations and others purposes	Technical work	2	6	5	5	5	5	
		PI 12 Number of Journals/Magazines sorted, collates, and compiled for hard binding.	Technical work	3	N/A	N/A	N/A	N/A	N/A	No printed periodical mats received.
		PI 13 Number hour s spent in physical inventory of library materials	Technical work	198	N/A	N/A	N/A	N/A	N/A	No inventory during this period.
OCLMFO 4	Reference and Reader's Services	PI 1 Number of queries responded (direct/ reference type)	Frontline Service	15	16	3	4	4	3.67	
		PI 2 Number of library resources provided	Frontline Service	25	45	5	5	5	5	
		PI 3 Number of books check-out	Frontline Service	20	22	3	4	4	3.67	
		PI 4 Number of returned books checked-in	Frontline Service	20	25	3	4	4	3.67	
		PI 5 Number of overdue notices verified and signed	Frontline Service	8	12	4	5	5	4.67	
OCLMFO 6	Administrative and Support Services Management	PI 1 Number of unit managed and supervised daily	Managerial	1	1	5	5	5	5	
		PI 3 Number of Daily Time Records (DTR) reviewed and or signed	Supervisory	12	12	5	4	5	4.67	
		PI 4 Number of requests (job order, purchase, etc.) prepared and submitted.	Supervisory	1	1	5	5	4	4.67	
		PI 5 Number of official documents filled-up/ prepared and submitted (e.g. SALN, IPCR, etc.)	Managerial	3	3	5	4	5	4.67	
		PI 6 Number of Clearances verified and countersigned	Supervisory	4	N/A	N/A	N/A	N/A	N/A	Clearance signing is centralized at college library.

		PI 7 Number of hours spent in housekeeping	Utility Works	20 mins per day	30	5	5	5	5	
<b>OCLMFO 7</b>	<b>Efficient and Customer-friendly Assistance</b>	PI 1 Percentage of efficiency and customer-friendly frontline services	Frontline Service	100%	100	5	5	5	5	
<b>OCLMFO 8</b>	<b>Income Generating Services</b>	PI 1 Number of IGP reports prepared and submitted to OCL	Frontline Service	Collection of overdue fines are suspended in the time being due to pandemic		N/A	N/A	N/A	N/A	
TOTAL OVERALL RATING			<b>93.69</b>							
Total Over-all Rating					<b>Comments &amp; Recommendations for Development Purpose:</b>  <u>She is an all-around Librarian. She accomplished all tasks that are beyond her usual tasks with enthusiasm.</u>					
Average Rating (Total Over-all rating divided by 13)										
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING			<b>4.68</b>							
Adjectival Rating			<b>"O"</b>							

Evaluated & Rated by:

**VICENTE A. GILOS**

Dept/Unit Head

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

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

Approved by:

**ALELI A. VILLOCINO**

VP - Student Affairs & Services

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


**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	VIHS Library Collection to be encoded in the DLM database and provided with barcode labels	30	February 4, 2021	June 30, 2021	June 30, 2021	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	February 2021	April 16, 2021	April 14, 2021	Very impressive	Outstanding	
3	Prepares and produce bibliographies for the programs under AACCUP Survey and CHED-RQAT/COPC	4	February 2021	June 30, 2021	June 30, 2021	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: July-December 2021

Name of Staff: JOVELYN H. MABUAN

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	5	<u>4</u>	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.	<u>5</u>	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	<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	5	<u>4</u>	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	5	<u>4</u>	3	2	1



Total Score		55				
<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.	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		23/17				
Average Score		4.5				

Overall recommendation :

  
**VICENTE A. GILOS**  
Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Jovelyn H. Mabuan  
Performance Rating: \_\_\_\_\_

Aim:

Proposed Interventions to Improve Performance:

Date: JULY 2021      Target Date: DECEMBER 2021

First Step:

She requested s flexi-time schedule and it was approved.

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Result:

She successfully defended her thesis last November 15, 2021.

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

Next Step:

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

Final Step/Recommendation: : She may request for an extension to her flexi-time schedule so she can comply the recommendation for revision.

Prepared by:

  
VICENTE A. GILOS  
Unit Head

Conforme:

  
JOVELYN H. MABUAN  
Name of Ratee Faculty/Staff