

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Janaury to June 2018


Name of Administrative Staff: VICENTE A. GILOS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.79	70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.52	30%	1.35
TOTAL NUMERICAL RATING			4.7

TOTAL NUMERICAL RATING: 4.7
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.7

ADJECTIVAL RATING: "O"

Prepared by: 
VICENTE A. GILOS
Name of Staff

Reviewed by: 
ANDRELI D. PARDALES
Department/Office Head 


Approved: 
BEATRIZ S. BELONIAS
Vice President- Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, VICENTE A. GILOS, of the Visayas State University 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 2018.


VICENTE A. GILOS
Ratee

Approved:


ANDRELI D. PARDALES
Head of Unit *du 9/14*

MFO NO.	MFO & PAP's	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q1	E2	T3	A4	
UMFO 2 HIGHER EDUCATION SERVICES										
LIBMFO2	Student Management Services	PI 2 No. of student assistants interviewed, trained and deployed to different units	Frontline Services	12 student assistants	15 student assistants	5	4.5	5	4.83	
UMFO 5 SUPPORT TO OPERATIONS (STO)										
LIBMFO 5 Library Services		PI1. Percentage increase in the number of resources acquired and made available to students. Faculty, staff and researchers								
		PI1 A. No. of damaged book pulled out for repair	Technical Services	72 books	84 books	4.5	5	5	4.83	
		B. No. of hours spent in shelf reading and shelving books	Technical Services	90 hours	140 hours	5	5	5	5	
		C. Unpublished materials catalogued and classified	Technical Services	220 unpublished materials	220 unpublished materials	5	4.5	4.5	4.66	
		D. Number of VisCaiana materials added to the collection	Technical Services	36 materials	54 materials	4	5	5	4.66	
		E. Number books encoded to Destiny Library Management System	Technical Services	70 books	165 books	4	5	5	4.66	
		F. Number of barcodes pasted to books	Technical Services	70 barcodes	165 books	5	4.5	5	4.83	
		G. Number of subject bibliographies prepared and/or edited for AACUP or other purposes	Technical Services	2 subject bibliographies	2 subject bibliographies	4	5	5	4.66	

[illegible]

	Extension Services	No. of hours spent in doing evaluation of documents as internal AACUP Accreditor	Reader's Services	24 hours	32 hours	4.5	4.5	4.5	4.5	
	Repository Services	No. of softcopy of theses proof-read, checked and received	Technical Services	30 e-theses	88 e-theses	5	4.5	5	4.83	
	Total Over-all Rating									

Average Rating (Total Over-all rating divided by 20)	95.93	
Additional Points:		
Punctuality		
Approved Additional points		
FINAL RATING	4.79	
ADJECTIVE RATING	"O"	

Comments & Recommendations for Development Purpose:

He can pursue his graduate studies (PhD) leading to Library Management.

Evaluated & Rated by:

Andreli D. Pardaless
ANDRELI D. PARDALES

Chief Librarian

Date: _____

Approved by:

Beatriz S. Belonias
BEATRIZ S. BELONIAS

VP - Instrucion

Date: _____

- 1- Quality
- 2- Effectiveness
- 3- Timeliness
- 4- Average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: VICENTE A. GILOS

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

30 24

Total Score					
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)					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					77/17
Average Score					4.52

Overall recommendation : _____


ANDRELI D. PARDALES

Name of Head *the a/c*

Exhibit I

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	Catalogs unpublished materials	200 unpublished materials	January 2018	June 2018	May 18, 2018	Impressive	Outstanding	
2	Encodes books to Destiny Library Manager	50 books	January 2018	June 2018	June 1, 2018	Impressive	Outstanding	
3	Prepares subject bibliographies	3	January	April 2018	February	Impressive	Outstanding	
4								
5								
6								
7								

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

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

Prepared by:


ANDRELI D. PARDALES
 Chief Librarian
 Unit Head

he 9/14

EMPLOYEE DEVELOPMENT PLAN

January to June 2018

Name of Employee: GILOS, VICENTE A.

Performance Rating:

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Followed up his desire to pursue Ph.D. studies.

Result: To pursue Ph.D. during weekends according ^{to} his plan.

Date: _____ Target Date: 2nd Sem 2018-2019

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


ANDRELI D. BARDALES
Unit Head