

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF (VSU UNIVERSITY LIBRARY)  
JANUARY – JUNE 2019**

Name of Administrative Staff: MERCEDES V. FORNES – Administrative Aide-III


Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.68	4.68 X .70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.33	3.33 X .30%	0.99
<b>TOTAL NUMERICAL RATING</b>			<b>4.26</b>

TOTAL NUMERICAL RATING: 4.26  
 Add: Additional Approved Points, if any: \_\_\_\_\_  
 TOTAL NUMERICAL RATING: \_\_\_\_\_

ADJECTIVAL RATING: "VS"

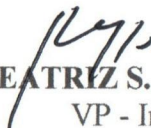
Prepared by:

Reviewed by:

  
**MERCEDES V. FORNES**  
 Name of Staff

  
**ANDRELI D. PARDALES**  
 Department Office Head

Approved:

  
**BEATRIZ S. BELONIAS**  
 VP - Instruction

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **MERCEDES V. FORNES** 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 JANUARY TO JUNE 2019

  
**MERCEDES V. FORNES**  
 Ratee

Approved:

  
**ANDREI D. PARDALES**  
 Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2019 Target	Actual Accomplishment	Rating			Remarks	
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>UMFO 5 Support to Operations (STO)</b>										
<b>LIBMFO 5</b>	<b>Library Services</b>	PI 1 Percentage increase in the number of resources acquired and made available to students, faculty, staff and researchers								
		PI1.1 Number of articles clipped	Technical Services	85 articles	105 articles	4.5	4.5	.5	4.66	
		PI1.2 Number of books labeled	Technical Services	258 volumes	295 volumes	4.5	5	5	4.83	
		PI1.3 Number of books relabeled	Technical Services	765 volumes	780 volumes	5	4.5	4.5	4.66	
		PI1.5 Number of hours spent shelving books daily	Technical Services	30 minutes daily	35 minutes daily	4.5	4.5	4.5	4.5	
	<b>Library Service</b>	PI2 Percentage increase in the number of students, faculty, staff & researchers availing of the Library facilities, services & resources								
		PI2.1 Number of hours spent at Serials/General Reference Units during Special duties	Readers' Services	128 hours	135 hours	5	4.5	4.5	4.66	
		PI2.2 Number of researchers given friendly and accurate information / reference	Readers' Services	40 researchers	65 researchers	4.5	4.5	5	4.66	
<b>UMFO 6- GENERAL ADMINISTRATIVE SUPPORT SERVICES</b>										
<b>LIBMFO</b>	<b>Administrative and</b>	<b>PI5 Number of frontline academic services monitored and ensured to be costumer friendly &amp; efficient and citizens charter posted</b>								

1	Facilitative Services	conspicuously							
		PI5.1 Number pages (COR, TOR, Books, etc.) photocopied	Frontline services	300 copies photocopied	335 copies photocopied	5	4.5	4.5	4.66
		PI5.2 Number of certified true copy of TOR and COR signed	Frontline services	25 signed	35 signed	4.5	4.5	4.5	4.5
LIBMFO 2	Efficient and Customer-friendly Assistance	P11 Efficient and customer-friendly frontline services							
		Queries of walk-in clients responded to accurately and efficiently	Frontline services	90%	100%	5	5	5	5
		TOTAL OVER-ALL RATING							

Total Over-all Rating		
Average Rating (Total Over-all rating divided by 9 )	42.13	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.68	
ADJECTIVAL RATING	"O"	

Comments & Recommendations for Development Purpose:

She needs to be friendly and mingle with officemate to be able to face day to day challenges at work.


Evaluated & Rated by:

  
**ANDRELI D. PARDALES**  
 Chief Librarian

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

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

Approved by:

  
**BEATRIZ S. BELONIAS**  
 VP - Instruction

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



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019

Name of Staff: **MERCEDES V. FORNES**

**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

<b>A. Commitment (both for subordinates and supervisors)</b>	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	<b>3</b>	2	1
2. Makes self-available to clients even beyond official time	5	4	<b>3</b>	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	<b>4</b>	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	<b>3</b>	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	<b>3</b>	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	<b>4</b>	3	2	1
7. Keeps accurate records of her work which is easily retrievable when needed.	5	<b>4</b>	3	2	1
8. Suggests new ways to further improve her work and the services of the office to its clients	5	4	<b>3</b>	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
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					
<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	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					
40 / 12					
<b>Average Score</b>					
<b>3.33</b>					

Overall recommendation : \_\_\_\_\_

  
**ANDRELI D. PARDALES**  
 Chief Librarian

Exhibit I

**PERFORMANCE MONITORING FORM**

JANUARY – JUNE 2019


Name of Employee: FORNES, MERCEDES

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	Newspapers articles clipped	Jan-June	June	June	June	VS	VS	VS
2	Relabelled books	Jan-June	June	June	June	VS	VS	VS
3								
4								

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

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

Prepared by:

  
**ANDRELI D. PARDALES**  
 Chief Librarian



**EMPLOYEE DEVELOPMENT PLAN**

January – June 2019

Name of Employee: FORNES, MERCEDES V.  
Performance Rating: \_\_\_\_\_

Aim: To improve work attitude

Proposed Interventions to Improve Performance:

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

First Step: Encourage to attend training to be exposed to work experiences with other  
Workers of the university and fellow participants.

Result: Willingness to be sent to training .  
Willingness to be assigned to a new unit.

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

Next Step:

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

Final Step/Recommendation:

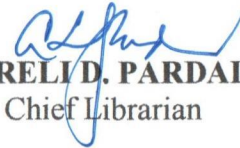
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Conforme:



**MERCEDES V. FORNES**  
Name of Ratee Faculty / Staff

Prepared by:



**ANDRELI D. PARDALES**  
Chief Librarian