

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINSTRATIVE STAFF (VSU UNIVERSITY LIBRARY)

January – June 2019

Name of Administrative Staff: **TIRSO E. IGOT, JR. – Administrative Aide - I**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.61	4.61 X 70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.91	3.91 X 30%	1.17
TOTAL NUMERICAL RATING			4.39

TOTAL NUMERICAL RATING: _____

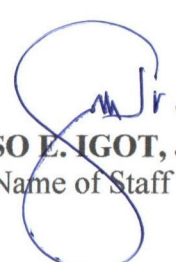
Add: Additional Approved Points, if any: _____


TOTAL NUMERICAL RATING: **4.39**

ADJECTIVAL RATING: **"VS"**

Prepared by:

Reviewed by:


TIRSO E. IGOT, JR.
Name of Staff


ANDRELI D. PARDALES
Department/Office Head

Approved:


BEATRIZ S. BELONIAS
VP - Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **TIRSO E. IGOT, JR.**, 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


TIRSO E. IGOT, JR.
 Ratee

Approved:


ANDRELI D. PARDALES
 Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2019 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 4 EXTENSION SERVICES										
LIBMFO 1	Administrative and Facilitative Services	P I 1. Number of frontline academic services monitored and ensured to be costumer friendly & efficient and citizens charter posted conspicuously								
		P I.1 Number of DTRs counterchecked against logbook	Frontline Service	66 DTRs counter checked	66 DTRs counter checked	4.5	4.5	4.5	4.5	
LIBMFO 2	Efficient and Customer friendly Assistance	P2 1. Efficient and customer-friendly frontline services	Frontline Service	0 complaint	0 complaint	5	5	5	5	
	Expert Services	P2 2. ROTC Training of Visayas State Univ. ROTC Unit	Frontline Service	Twice per rating period as regular TACNCO	Twice per rating period as regular TACNCO	4.5	4.5	4.5	4.5	
UMFO 6 GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
LIBMO 5 SUPPORT TO OPERATIONS (STD)										
LIBMF O 5	LIBRARY SERVICES	PI 1 Percentage increase in the number of students, faculty, staff, and researchers availing the Library Services & Resources								
LIBMF O 5	LIBRARY SERVICES									
		PI 1. Percentage increase in the number of students , faculty, staff & researchers availing of the Library facilities & resources								


		PI 2. Number of hours spent guarding the control (entrance / exit) Unit	Reader's Services	805 hours guarding control (entrance / exit)	960 hours guarding control (entrance / exit)	5	5	5	5	
		PI 3. Number of windows closed during office hours at the 2 nd floor	Reader's Services	250 panels windows	300 panels windows	4.5	4.5	5	4.66	
		PI 4. Percentage of offices cleaned, arranged and maintained at the 2 nd floor during special duties	Reader's Services	50% Cleaned, arranged and maintained	50% Cleaned, arranged and maintained	4	4	4	4	
		P1.5 Number of hours cleaned CR, 2 nd floor during special duty	Reader's Services	156 hours cleaned CR during special duty	180 hours cleaned CR during special duty	4.5	4.5	5	4.66	

Total Over-all Rating		
Average Rating (Total Over-all rating divided by 7)	32.32	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.61	
ADJECTIVAL RATING	"O"	

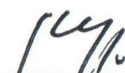
Comments & Recommendations for Development Purpose:

He can enhance his educational qualification by taking non-professional career examinations.

Evaluated & Rated by:


ANDRELI D. PARDALES
 Chief Librarian
 Date: _____

Approved by


BEATRIZ S. BELONIAS
 VP - Instruction
 Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY – JUNE 2019

Name of Staff: TIRSO E. IGOT, JR.

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	<u>4</u>	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	5	<u>4</u>	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	5	<u>4</u>	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	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	5	<u>4</u>	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	5	<u>4</u>	3	2	1
12 Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score					
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					
47 / 12					
Average Score					
3.91					

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head

Exhibit I

PERFORMANCE MONITORING FORM

January – June 2019


Name of Employee: IGOT, TIRSO E., JR.

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	Secure the Control area	Control area secured	Jan. 4	June	June	VS	VS	VS
2	Cleans toilet, shelf read in assigned area	Complied housekeeping jobs	June 4	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: IGOT, TIRSO JR E.
Performance Rating:

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: To undergo trainings for self-improvement and work – life balance.

Result: Attended out of form training and came back with renewed work enthusiasm

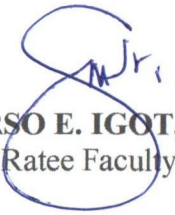
Date: _____ Target Date: _____

Next Step:


Outcome:

Final Step/Recommendation:

Conforme:


TIRSO E. IGOT, JR.
Name of Ratee Faculty / Staff

Prepared by:


ANDRELI D. PARDALES
Unit Head