



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **RUVILYN A. IDLISAN**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.58	70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.56

TOTAL NUMERICAL RATING: 4.56

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.56

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

JANSEL JOI C. VILLAS
Administrative Aide IV

Reviewed by:

VICENTE A. GILOS
Chief Librarian

Approved:

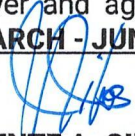
ALELI A. VILLOCINO
Vice President for SAS



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **RUVILYN A. IDLISAN**, of the **UNIVERSITY LEARNING COMMONS (LIBRARY)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **MARCH - JUNE 2024**.


RUVILYN A. IDLISAN
 Ratee
 23 JUL 2024


VICENTE A. GILOS
 Head Unit
 25 JUL 2024

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	Target (March – December 2024)	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 1. WORLD CLASS EDUCATION										
VSAS MFO 1.1 Efficient and Effective Library Services										
LS 2	Technical Services	PI 1. Number of titles of the library resources encoded in the DLM.	Barcoding and encoding	20 titles	158 titles	5	5	5	5	
		PI 3. Number of titles of theses, dissertations, manuscripts, etc. cataloged and classified.	Cataloguing & Classification	75 titles						July - December 2024
		PI 7. Inventory conducted	Inventory of Library Resources	90%						July - December 2024
		PI 8. Number of Website/Interactive social media Pages maintained	Social Media Engagement	1 Website/social media Page Maintained	1 Website/social media Page Maintained	5	4	4	4.33	
		PI 11. Number of titles digitized	IT Staff, Librarians	10 titles						July - December 2024

LS 3	Reader's Services	PI 1 No. of patrons served in terms of: a. Printed materials b. IT, On-line resources c. Spaces	Reference Service	80 users 20 users 100 users	100 users 50 users 150 users	4	5	5	4.67	
		PI 1.1 Number of books processed for lending and returning.	Check In and Check Out of Books	200 books	190 books	5	5	4	4.67	
		PI 2. No. of queries responded	Reference Service	100 reference queries	150 reference queries	4	5	5	4.67	
LS 4	Repository Services	PI 1. Number of e -copies of theses/dissertations received and saved into the database.	E-theses dissertations archiving		207 e-copies	5	5	4	4.67	* Added
LS 5	Programs/Training and Activities	PI 1. Number of activities, programs attended/ assisted/facilitated (i.e. flag ceremony, team building, Christmas party, & etc.)	Library Engagement	15 activities, programs, etc.	10 activities	5	5	4	4.67	
		PI 2. Number of trainings/ webinars attended/facilitated	Professional Development	2 training	5 trainings	5	5	4	4.67	
VSAS MFO 2.1 Efficient and effective delivery of quality procedure										
	Support to Quality Assurance, Program and Institutional Accreditation Services	PI 1. Percentage of Supporting Documents prepared as required for quality assurance visit as required.	Prepare the documents	90 %	95 %	5	5	4	4.67	
		PI 1.2 Number of subject bibliographies prepared and/or updated for programs under survey.	Bibliographic support for program under survey	1 bibliography	3 bibliographies	4	4	5	4.33	

VSAS MFO 3.1 Efficient and effective conduct of student support activities										
		PI 3. No of library orientation conducted	Conduct orientation/instructions	1 session of orientation and/or instruction conducted						July - December 2024
UMFO 2. General Administration and Support Services										
OVPSAS STO 2.3. Percentage of clients served that rated the services rendered at least very satisfactory or higher										
	Frontline Services	PI. 1 Efficient & customer-friendly frontline service: Zero percent of complaints from clients served	Customer Service	0% complaint	0% complaint	5	5	4	4.67	
OVPSAS STO 2.4. Percentage of administrative services and financial/ administrative documents acted within time frame										
		PI 1. Number of Units supervised, monitored, and coordinated efficiently.	Supervision	1 unit	1 unit	5	5	5	5	
		PI 2. Number of Official documents prepared, issued, acknowledged, signed, authenticated and inspected.	Number of receipts, notices, acknowledgements issued	100 official documents	95 official documents	5	5	4	4.67	
	Student Assistantship Management Services	PI. 1 Number of students supervised.	Student Assistant Recruitment and Onboarding	1 assigned SA	1 SA	4	4	4	4	
OVPSAS STO 2.12 Percentage of ISO evidence compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit										
		PI 1. Percentage of 5S implementation at the workplace	All Library staff	95%	97%	4	4	4	4	
Total Over-all Rating		68.69								
Average Rating		4.58								
Adjectival Rating		0								

Average Rating (Total Over-all rating divided by 15)	4.58	Comments and Recommendations for Development Purposes: There is a noticeable potential in Ruvilyn's organizational skills and attention to details, which will be beneficial as she gains more confidence and experience. Promote a supportive work environment where she feels safe to express her ideas, ask questions, and seek help when needed.
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.58	
ADJECTIVAL RATING	0	

Evaluated & rated by:



VICENTE A. GILOS
Chief Librarian

Date: 25 JUL 2024

Approved by:



ALELI A. VILLOCINO
VP – Students Affairs & Services

Date: JUL 25 2024

PERFORMANCE MONITORING FORM

Name of Employee: **RUVILYN A. IDLISAN**

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	Provide effective assistance and resources for reference and reading needs.	300 satisfied patrons	Mar 4, 2024	Jun 28, 2024	Jun 28, 2024	Very impressive	Outstanding	
2	Oversee the borrowing and returning of library materials, ensuring efficient and effective circulation services.	no valid complaints	Mar 4, 2024	Jun 28, 2024	Jun 28, 2024	Very impressive	Outstanding	
3	Compile and maintain bibliographic listings for stakeholder information and accreditation purposes.	100% efficiently complied	Mar 4, 2024	Jun 28, 2024	Jun 28, 2024	Very impressive	Outstanding	
4	Prepare necessary documentation for AACUP accreditation, particularly for Parameter E.	100% complied	Mar 4, 2024	Jun 28, 2024	Jun 28, 2024	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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **RUVILYN A. IDLISAN**
Performance Rating: **JANUARY - JUNE 2024**

Aim: _____

Proposed Interventions to Improve Performance:

Date: **JANUARY 2024** Target Date: **JUNE 2024**

First Step: Send her to workshops and training sessions focused on customer service,
communication, and assertiveness to enhance her confidence and interaction.

Result: _____


Date: **JULY 2024** Target Date: **DECEMBER 2024**

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


VICENTE A. GILOS
Chief Librarian

Conforme:


RUVILYN A. IDLISAN



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **MARCH-JUNE 2024**

Name of Staff: **RUVILYN A. IDLISAN**

Position: **COLLEGE LIBRARIAN I**

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
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		54				
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						
Average Score		4.5				
Overall recommendation:						


VICENTE A. GILOS
 Immediate Supervisor