

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(VSU UNIVERSITY LIBRARY)
July to December 2017**

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	4.49	X .70%	3.14
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.08	X .30%	0.92
TOTAL NUMERICAL RATING			4.06

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

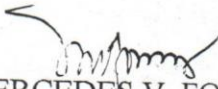
TOTAL NUMERICAL RATING: 4.06

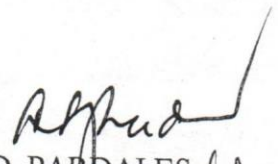
ADJECTIVAL RATING:

VS


Prepared by:

Reviewed by:

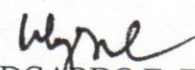

MERCEDES V. FORNES
Name of Staff


ANDRELI D. PARDALES
Department/Office Head 1/20/18

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
VSU-President

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 July to December 2017



MERCEDES V. FORNES
 Ratee


Approved:



ANDRELI D. PARDALES
 Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2017 Target	Actual Accomplishment	Rating				Remarks
UMFO 5 Support to Operations (STO)										
LIBMFO 5	Library Services	PI 1 Percentage increase in the number of resources acquired and made available to students, faculty, staff and researchers								
	Technical Services	PI1.1 Number of books relabeled	Technical work	2,798 relabeled	3,225 relabeled	5	5	5	5	
		PI1.2 Number of books shelf/re-shelf	"	1,195 shelved/re-shelved	2,238 shelved/re-shelved	5	4.5	4.5	4.66	
		PI1.3 Number of hours spent in inventory	"	288 hrs.	352 hrs.	4	4	4	4	
	Library Service	PI12 Percentage increase in the number of students, faculty, staff & researchers availing of the Library facilities, services & resources								
	Reader's Services									
		PI12.3 Number of COR, TOR & Books photocopied	Frontline services	225 copies photocopied	265 photocopied	4.5	4	4	4	4.16
UMFO 6- GENERAL ADMINISTRATIVE SUPPORT SERVICES										
LIBMFO 1	Administrative and Facilitative Services	P15 Number of frontline academic services monitored and ensured to be costumer friendly & efficient and citizens charter posted conspicuously								
		PI5.1 Number of hours spent in monitoring the control area	Frontline Services	85 hours	98 hours	5	4	4	4	4.33
		PI5.2 Number of certified true copy of TOR and COR signed	"	128 certified true copy	245 certified true copy	5	4	4	4	4.33
		PI5.3. Number of students collected payment of photocopy	"	2,500.00	3,844.00	5	4.5	4	4	4.5

	Income Generating Services	PI1 10% increased of income generated to support frontline services						
LIBMFO 2	Efficient and Customer-friendly Assistance	PI1 Efficient and customer-friendly frontline services	0 complaint	5	5	5		
Total Over-all Rating								
Average Rating (Total Over-all rating divided by 8)		35.98						
Additional Points:								
Punctuality								
Approved Additional points (with copy of approval)								
FINAL RATING		4.49						
ADJECTIVAL RATING		"O"						

Received by: 
TERESITA A. QUINANOLA
Head, PRPEO

Calibrated by: 
REMBERTO A. PATINDOL
VP – Administration & Finance

Approved by: 
EDGARDO E. TULIN
President

Comments & Recommendations for Development Purpose:

Date: _____

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

Date: _____

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2017

Name of Staff: MERCEDES V. FORNES

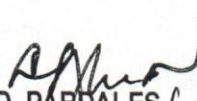
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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

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 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											

Overall recommendation : _____


ANDRELI D. PARDALES
Name of Head 