



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **MARIEL E. LACAMBRA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.67	4.67 X 70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	4.58 X 30%	1.37
<b>TOTAL NUMERICAL RATING</b>			<b>4.64</b>

TOTAL NUMERICAL RATING: 4.64

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.64

ADJECTIVAL RATING: "O"


Prepared by:

  
**MARIEL E. LACAMBRA**  
Name of Staff

Reviewed by:

  
**VICENTE A. GILOS**  
Department/Office Head

Approved:

  
**ALEL A. VILLOCINO**  
Vice President for Students Affairs &  
Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIEL E. LACAMBRA, 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, 2020.

MARIEL E. LACAMBRA

Ratee

Approved:

VICENTE A. GILOS

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplish- ment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5 SUPPORT TO OPERATIONS (STO)									
MFO 1: ISO 9001:2015 aligned documents	PI 1 No. of quality procedures prepared, reviewed and revised								
	A. No. of Forms prepared, reviewed and revised	Frontline Services	10	22	4	5	5	4.67	
	B. No. of procedure manual encoded for preparations and revisions.	Frontline Services	5	10	4	5	5	4.67	
	C. No. of procedure manual prepared, reviewed and revised	Frontline Services	1	3	5	4	5	4.67	
	D. No. of documents controlled, disseminated	Frontline Services	100	453	5	5	4	4.67	
	E. No. of documents received and filed/record	Frontline Services	100	453	5	5	5	5	
	F. No. of ISO documents	Frontline Services	2	36	5	5	5	5	

	routed and submitted to QAC								
	PI 4 Percentage of 5S implementation at the workplace	Frontline Services	80%	100%	5	4	5	4.67	
TECHNICAL SERVICES	PI 2 No. of documents prepared for AACUP, CHED, ISA, ISO, etc. accreditations/requirements	Frontline Services	2 documents	6	5	4	4	4.33	
	PI 3 No. of hours spent for inventory and maintenance of resources.	Technical Services	50 hours	--	N/A	N/A	N/A	N/A	June - July
	No. of filipiniana material, theses and dissertations titles catalogued and classified.	Technical Services	50 titles	71	5	4	4	4.33	
READER'S SERVICES	PI 1 No. of students, faculty, staff & researchers availed the Library facilities, services & resources								
	A. No. of hours spent in shelf reading	Technical Services	15 hours	21 hrs	5	5	5	5	
	B. No. of damaged books pulled out for repair	Technical Services	10 books	137	5	5	5	5	
	C. Number of clientele assisted/given friendly and accurate information / reference	Frontline services	30 clients	70	4	4	4	4	
	D. No. of books charged and discharged	Frontline services	20 books	119	5	4	4	4.33	

	E.	No. of book cards filed and withdrawn	Frontline services	20 book cards	119	5	4	5	4.67	
	F.	No. of clearances checked against accountabilities	Frontline services	25 clearance	83	5	5	4	4.67	
	G.	Number of E-books downloaded	Frontline Services	20 E-books	210	5	5	5	5	
	H.	Number of subject bibliographies completely prepared for update of resources and for AACUP or other purposes	Best Practices	10 subjects	129 subjects	4	4	4	4	
	I.	Number of DTR certificates/accomplishment reports prepared intended for WFH schedule	Frontline Services	20	88	5	5	5	5	
REPOSITORY SERVICES	PI 1	No. of E-copy of theses/dissertation received	Technical Services	20	153	5	5	4	4.67	
	2.	No. of E-copy of manuscript assessed	Technical Services	20	140	5	5	4	4.67	
	3.	No. of printed manuscripts quality checked before sent to bindery	Technical Services	100	311	5	5	5	5	
<b>UMFO 6 - GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)</b>										
EFFICIENT AND CUSTOMER FRIENDLY ASSISTANCE	PI 1	Percentage of efficiency and customer-friendly frontline services	Frontline Services	0 Complaint from client service	0 Complaint from client	5	4	4	4.33	

				service					
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 22)	102.35	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.65	
ADJECTIVAL RATING	"O"	

**Comments & Recommendations  
for Development Purpose:**

She is still learning and shows  
willingness to learn more.

Evaluated & Rated by:

  
\_\_\_\_\_  
**VICENTE A. GILOS**  
Dept/Unit Head

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

Approved by:

  
\_\_\_\_\_  
**ALELIA A. VILLOCINO**  
Vice President

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

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2020

Name of Staff: MARIEL E. LACAMBRA

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	<u>4</u>	3	2	1
2.	Makes self-available to clients even beyond official time	5	<u>4</u>	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.	<u>5</u>	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	<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.	<u>5</u>	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	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	<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	5	<u>4</u>	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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v1 05-27-2020

No.

12. Willing to be trained and developed	<u>5</u>	4	3	2	1
Score	Total				
<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	53 / 12				
Average Score	4.41				

Overall recommendation :

  
**VICENTE A. GILOS**  
 Printed Name and Signature  
 Head of Office

**PERFORMANCE MONITORING FORM**

JULY TO DECEMBER 2020

Name of Employee: LACAMBRA, MARIEL E.

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	No. of documents prepared for AACCUP, CHED, ETC.	2	Varied	6	Varied	Impressive	Very satisfactory	
2	No. of Filipiniana materials, theses manuscripts catalogued	50 titles	August 2020		December 2020	Needs improvement	Satisfactory	Additional mentoring and assessment needed for her to improve
3	No. of printed manuscripts quality checked	100	August 2020	311	December 2020	Impressive	Very satisfactory	

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

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

Prepared by:

  
**VICENTE A. GILOS**  
 Unit Head

Exhibit L

**EMPLOYEE DEVELOPMENT PLAN**  
JULY TO DECEMBER 2020

Name of Employee: **MARIEL E. LACAMBRA**  
Performance Rating: \_\_\_\_\_

Aim: To empower her to become a well-rounded librarian.

Proposed Interventions to Improve Performance:

Date: August 2020

Target Date: December 2020

First Step: Train her to catalog and classify theses and other materials.

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Result: She improved a lot

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

Next Step: Train her how to input her output of cataloguing and classifying theses and  
Viscaiana materials to DLM

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Outcome: Now she is ready to take over my job as Filipiniana and ViSCAiana Librarian.

Final Step/Recommendation:  
She will be replaced as DDRC and do the real librarian's tasks.

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Prepared by:

  
**VICENTE A. GILOS**  
Unit Head

Conforme:

  
**MARIEL E. LACAMBRA**  
Name of Ratee Faculty/Staff