

PERFORMANCE EVALUATION FORM FOR SOG

Name	JOENECIO K. SAMULDE	Period Covered	S.Y. 2019-2020
Department	Library	Position	Graduate School Librarian
Section	Graduate School Library	Job Level	Regular
Years in the Company	10 Years and 9 Months	Years in the Position	4 years
Dept. Objective			

PART I: KEY PERFORMANCE INDICATORS (KPI)

KPI RATING SCALE

4	Exceeds Expectations (Performs above standards all the time)
3	Meets Expectations (Solid, consistent performance; Generally meets standards)
2	Needs Improvement (Frequently fails to meet standards)
1	Unacceptable (Performance is below job requirements and needs)

PERFORMANCE TARGETS		ACTUAL PERFORMANCE		WEIGHTED RATING
PERFORMANCE TARGETS	WEIGHTS	ACHIEVEMENT/ ACTUAL PERFORMANCE	RATING	
KRAs	KEY PERFORMANCE INDICATORS			

KRA #1	LIBRARY AND CUSTOMER SERVICES				
a.	100% Prompt addressing of clients' queries	20%	4	3	0.60
b.	Ensures 100% Monitoring of Proper Shelving		3		
d.	100% Participation in the planning for the development of the library and its services		3		
e.	To 100% update Students, Faculty and Staff accounts in the Athena software for validation and facilitates the issuance of library borrower's card		3		

KRA#2	COLLECTION EVALUATION AND MANAGEMENT				
a	To keep records and organize 100% of Graduate School and Electronic Resource Collections	20%	3	3	0.60
b	Ensures 100% Update of the bibliographic listings of Graduate School and Electronic Resource Collections		3		
c	To 100% monitor and update records of Graduate School and Electronic Resource Collections		3		
d	To participate 95% in the selection and acquisition of Lirbary Materials		4		
e	To download 100% of open-access e-books and e-journals as supplement to the library collections.		4		

f	To provide 100% of Abstract for all Downloaded e-journal title article.		4		
g	To provide 100% of newspaper clippings every school year		2		

KRA #3	TECHNICAL SERVICES UNIT				
a	100% cataloging of Graduate School library collections.	20%	2	3	0.60
b	Informs & provides faculty 100% lists & newly acquired materials for the Graduate School Library.		2		
c	100% Creation of machine readable or bibliographic records for newly acquired books.		2		
d	Assists 100% in carrying out library acquisition procedures.		4		

KRA #4	LIBRARY UTILIZATION				
a	Provides 100% user and usage statistics of graduate school library and electroni resource section.	10%	3	3	0.30

KRA #5	RECORDS MANAGEMENT				
a	To prepare 100% of monthly, semestral and annual reports.	10%	3	3	0.30
b	To ensure 100% of all reports and/or other library documents/files are kept and organize.		3		
c	To practice 100% of proper records disposal.		3		

KRA #6	LIBRARY LIABILITIES AND INVENTORY				
a	To facilitate and monitor 100% of annual inventory of Graduate School and Electronic Resource Collections	10%	4	3	0.30
b	90% identify and prepare the list of damaged materials for book repair or disposal from Reserve, Filipiniana and Gen. Reference Sections.		3		
c	Ensures 90% of the office is tidy and orderly		3		

KRA #7	LIBRARY INSTRUCTIONAL PROGRAM				
a	Facilitates 100% in Library Orientation Sessions	10%	4	4	0.40
b	To participate and cooperate 100% in promoting the library through Bulletin Board Display and National Book Week Celebration.		4		

TOTAL WEIGHT		100%	WEIGHTED RATING (Weight x Rating)		3.10
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PART II: COMPETENCIES

PROFICIENCY LEVELS

A	Contributing Independently. Learner-Doer. Individual contributor. Follower, team-player. Customer touchpoint.
B	Contributing with Expertise. Specialist. Expert implementor. Customer advocate. Problem Solver.
C	Contribution through Teams/Peers. Project Leader. Idea Leader. Technical Troubleshooter. Coach.
D	Contributing through Strategy Building. Navigator. Idea Innovator. Leader Developer. Mission Advocate.
NE	Early stages of application of the item; Behavior not yet present.
NA	The item does not apply to your position or performance of assigned tasks and responsibilities.

COMPETENCY RATING SCALE

4	Expert/ Exemplary (Evaluation; Defines Framework Modes; Mentor, Self-Actualization, Consistently exceeds all of the acquired competency)
3	Advanced/ Accomplished (Analysis; Synthesis; Understands Framework Models, Exceeds most competency level descriptors)
2	Intermediate / Developing (Unsupervised Application; Beginning Analysis, Meets most of the required competency level descriptors)
1	Beginner (Comprehension; Beginning Application; Some Experience, Meets some of the competency level descriptors)
NE	Early stages of application of the item; Behavior not yet present.
NA	The item does not apply to your position or performance of assigned tasks and responsibilities.

COMPETENCY	REQUIRED PROFICIENCY LEVEL	WEIGHTS	RATING	WEIGHTED RATING
Adaptability: The ability to adapt to the culture and environment of the school community. Able to adjust to changes and exhibits a positive attitude towards different situations.	A - Contributing Independently	12%	3	0.36
Creativity and Innovation: The ability to provide creative or breakthrough solutions, improve existing conditions and processes using appropriate methods and approaches to identify opportunities, implement solutions, measure impact and serve customers.	B - Contributing with Expertise	13%	4	0.52
Customer Focus: The ability to focus efforts on determining, listening and meeting internal and external customer needs and develop mutually beneficial relationships with customers and business partners.	B - Contributing with Expertise	20%	4	0.8
Team Orientation: Able to effectively work, build mutual trust and respect and attain objectives in group settings. Promotes teamwork by individual understanding roles, accepting shared responsibility, define deliverables, share information and expertise, communicating and building consensus to achieve common goals.	B - Contributing with Expertise	15%	3	0.45
Technical Knowledge: Possession and acquisition of sets of skills and knowledge in a function or industry to continually his/her contribution to the firm and to his/her respective profession. Demonstrates a commitment to learning by proactively seeking opportunities to develop new capabilities, skills, and knowledge.	A - Contributing Independently	15%	3	0.45
Leadership Excellence: Upholds values and ethics. Attracts, motivates and inspires people to maximize performance, achieve organizational objectives and help realize full potential.	C - Contributing through Teams/Peers	12%	3	0.36



Management Excellence: Broad understanding of the company’s various businesses and its key stakeholders. Designs and executes plan to allow people to achieve results and maximizing effectiveness and sustainability of human, financial, and environmental resources.		C - Contributing through Teams/Peers	13%	3	0.39
People Development: The ability to plan and support the development of employees’ skills and abilities so that they can fulfill current role and achieve full potential. Actively identifies new areas for learning; regularly creating and taking advantage of learning opportunities.		NA	-	-	0.00
TOTAL WEIGHT			100%		3.33
PART III. PROFESSIONALISM					
AREAS		RUBRICS		SCORE	
DISCIPLINE	4: Has zero record of disciplinary action on offenses other than the above policies		4		
	3: Has received one (1) disciplinary action on a minor offense not related to attendance/punctuality				
	2: Has received two (2) disciplinary action on minor offenses not related to attendance/punctuality				
	1: Has received more than two (2) disciplinary action on minor offenses or one (1) major offense not related to attendance/punctuality				
ATTENDANCE	4: Perfect attendance; OR has not exceeded the total leave credits entitlement.		4		
	3: Has exceeded available leave credits.				
	2: Has received one (1) disciplinary action related to attendance.				
	1: Habitually absent.				
PUNCTUALITY	4: Has never been late and no occurrence of undertime.		3		
	3: Has not exceeded the allowable hours/frequency of tardiness and/or undertime				
	2: Has exceeded the allowable hours/frequency of tardiness				
	1: Has received a disciplinary action related to tardiness/undertime; OR habitually tardy				
COMPLETION OF TRAINING	4: Has successfully completed all the required training/seminars.		4		
	3: Has failed to complete one (1) training/seminar due to justifiable reason.				
	2: Has failed to complete two (2) training/seminars due to justifiable reason.				
	1: Has failed to complete any seminar without justifiable cause.				
TOTAL PROFESSIONALISM RATING					3.75

PART IV. SUMMARY

PERFORMANCE RATING	TOTAL WEIGHTED RATING	PERCENTAGE ALLOCATION	SUBTOTAL
PART 1: KEY PERFORMANCE INDICATORS (KPI)	3.10	40%	1.24
PART 2: COMPETENCIES	3.33	30%	1.00
PART 3: PROFESSIONALISM	3.75	30%	1.13

PERFORMANCE RATING**3.36****PART V. COMMENTS AND ACKNOWLEDGEMENT**

All entries in this form have been discussed and agreed upon by the employee and the immediate superior and concurred by the Department Head

Comments:	Comments and Recommendation:
His work performance has improved. He is very enthusiastic in responding to clients inquiry especially with regards to their research work. His decision making skills is more mature and reliable. He gained confidence through the years and ready for a greater role.	To improve output quality (reports) and observe 5s in the area.
 JOENECIO K. SAMULDE	 VERGEMARIE N. ABRAGAN
NAME AND SIGNATURE OF EMPLOYEE	NAME AND SIGNATURE OF DEPARTMENT HEAD