



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

**Annex P**

Name of Administrative Staff: **MARIEL L. GARRIDO**

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.73                    | 70%                      | 3.31                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.42                    | 30%                      | 1.33                                    |
| <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:

AIREEN M. DAG-UMAN  
Name of Staff 01/04/23

Reviewed by:

VICENTE A. GILOS 01/04/23  
Department/Office Head

Recommending Approval:

N/A

Dean/Director

Approved:

ALELI A. VILLOCINO  
Vice President-Students Affairs  
and Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIEL L. GARRIDO**, of the **OFFICE OF THE CHIEF LIBRARIAN** 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 2022**

**MARIEL L. GARRIDO**

Ratee

01/04/2023

Approved:

**VICENTE A. GILOS**

Head of Unit 01/04/23

| MFO & PAPs  | Success Indicators  | Tasks Assigned     | Target                    | Actual Accomplishment | Rating         |                |                |                | Remarks |
|---|---|--------------------|---------------------------|-----------------------|----------------|----------------|----------------|----------------|---------|
|   |   |                    |                           |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| OCL STO1: ISO 9001:2015 Aligned documents and complaint processes | PI 1. No. of quality procedures prepared, reviewed and/or revised.                            | Technical Services | 1 quality procedure       | 3                     | 5              | 5              | 5              | 5              |         |
|   | PI 2. Percentage of 5S implementation at the workplace  | Frontline Services | 80%                       | 98%                   | 5              | 5              | 4              | 4.67           |         |
| OCL STO 3 ARTA aligned compliance and reporting requirements      | a. Percentage of citizens/clients satisfied in accordance with the satisfaction survey report | Frontline Services | 90% Satisfied             | 98%                   | 5              | 5              | 4              | 4.67           |         |
|   | No. of articles authored  | Expert Services    | 1                         | 1                     | 5              | 5              | 5              | 5              |         |
|   | No. of draft made for Library manual revision   | Expert Services    | 1                         | 1                     | 5              | 5              | 5              | 5              |         |
| Technical Services  | PI 3. No. of titles of theses, dissertations, manuscripts, etc., acquired                     | Technical Services | 50 titles                 | 305                   | 5              | 4              | 4              | 4.33           |         |
|   | PI 6. No. of inventory conducted  | Technical Services | 1 inventory               | 1                     | 5              | 5              | 5              | 5              |         |
|   | PI 8. Number of Computers and/or printers maintained  |                    | 1 computers and 1 printer | 4 computer 1 printer  | 4              | 5              | 5              | 4.67           |         |
| Reader's Services   | PI 1. No. of clients availed the library facilities, services & resources:                    | Frontline Services |                           |                       |                |                |                |                |         |
|   | a. Printed materials users<br>c. Users of other facilities, services, and resources           |                    | 50 users<br>25 users      | 358<br>325            | 5              | 5              | 4              | 4.67           |         |



|   |   |                    |                        |              |       |   |   |      |                       |
|---|---|--------------------|------------------------|--------------|-------|---|---|------|-----------------------|
|   | PI 2. No. of online reference queries responded   | Frontline Services | 50 clients             | 163          | 5     | 5 | 5 | 5    |                       |
| Repository Services   | PI 1. No. of E-copies of theses/dissertation, field practice reports, etc., manuscripts assessed and printed. |                    |                        |              |       |   |   |      |                       |
|   | a. no. of e-copies of theses/dissertations field practice reports, etc., manuscript assessed                  | Frontline Services | 50                     | 70           |       |   |   |      | Assigned as a cashier |
|   | b. No. of printed manuscripts quality reviewed before sent to bindery   | Frontline Services | 100                    | 884          | 5     | 5 | 5 | 5    |                       |
| Programs/Trainings and Activities                           | PI 1. Number of activities, meetings, programs attended/assisted/facilitated                                  |                    | 1                      | 20           | 5     | 5 | 5 | 5    |                       |
| Support to Program and Institutional Accreditation Services | PI 1. Number of sets of Supporting Documents prepared for AACCUP, RQAT, COPC, etc. Survey visits              | Librarians         | 1 sets of documents    | 1            | 3     | 5 | 4 | 4    |                       |
|   | PI 2. Number of bibliographies with list of journals prepared   | Librarians         | 2 bibliographies       | 4            | 5     | 4 | 4 | 4.33 |                       |
| Frontline Services  | PI. 1 Efficient & customer friendly frontline service: Zero percent complaint from clients served             | Frontline Services | 0% complaint           | 0% complaint | 5     | 5 | 5 | 5    |                       |
| Admin and Facilitative Services                             | PI 1. Number of Sections supervised, monitored and coordinated  |                    | 1 unit                 | 1 unit       | 3     | 5 | 4 | 4    |                       |
|   | PI 2. Number of Official documents prepared, issued, acknowledged, authenticated and inspected                |                    | 250 official documents | 1,600        | 5     | 5 | 5 | 5    |                       |
| Total Over-all Rating                                       |   |                    |                        |              | 80.34 |   |   |      |                       |
| Average Rating  |   |                    |                        |              | 4.73  |   |   |      |                       |
| Adjectival Rating   |   |                    |                        |              | "O"   |   |   |      |                       |

|  |  |      |
|--|--|------|
| Average Rating (Total Over-all rating divided by 17) |  | 4.73 |
| Additional Points:                                   |  |      |
| Approved Additional points (with copy of approval)   |  |      |
| FINAL RATING   |  | 4.73 |
| ADJECTIVAL RATING                                    |  | "O"  |

**Comments & Recommendations for Development Purpose:**

she exhibited the ability to think analytically and to develop new or revised systems, procedures, and workflow.

Evaluated & Rated by:

VICENTE A. GILOS

Dept/Unit Head

Date: 01/04/23

Approved by:

DR. ALELI A. VILLOCINO

VP-Student Affairs and Services

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

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

## Exhibit I

**PERFORMANCE MONITORING FORM**Name of Employee: MARIEL L. GARRIDO

| 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        | Finalizes and submits grant proposal for Filipiniana Materials Digitization       | 1 Proposal      | July 2022     | December 2022               | December 29, 2022        | Very impressive    | Outstanding                     |                         |
| 2        | Encodes the destiny thesis collections to DLM and each book provided with barcode | 50              | July 2022     | December 2022               | December 29, 2022        | Very impressive    | Outstanding                     |                         |
| 3        | Assesses manuscript submitted by students   | 50              | July 2022     | December 2022               | December 29, 2022        | Very impressive    | Outstanding                     |                         |

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

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

Prepared by:

  
VICENTE A. GILOS 01/04/23

Unit Head





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY-DECEMBER 2022

Name of Staff: MARIEL L. GARRIDO

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.**

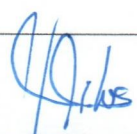
| Scale | Descriptive Rating | Qualitative Description   |
|-------|--------------------|---|
| 5     | Outstanding        | The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model |
| 4     | 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.  | 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  | <u>5</u> | 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        | <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   | 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   | <u>5</u> | 4 | 3 | 2 | 1 |
| 12. Willing to be trained and developed  | <u>5</u> | 4 | 3 | 2 | 1 |
| Total Score  | 53       |   |   |   |   |
| <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  |          |   |   |   |   |
| Average Score  | 4.42     |   |   |   |   |

Overall recommendation : \_\_\_\_\_

  
**VICENTE. A GILOS** 01/04/23  
 Printed Name and Signature  
 Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARIEL L. GARRIDO**

Performance Rating: \_\_\_\_\_

Aim:

Proposed Interventions to Improve Performance:

Date: **JULY 2022** Target Date: **DECEMBER 2022**

First Step:

**A non-stop encouragement for her to pursue or start writing her thesis.**

Result:

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

Next Step:

Outcome: \_\_\_\_\_

Final Step/Recommendation:

**Perhaps she needs to write a request letter for a flexible schedule of work to have ample time to her thesis or maybe a request for a thesis grant.**

Prepared by:

**VICENTE A. GILOS**

Unit Head **01/04/23**

Conforme:

**MARIEL L. GARRIDO**  
Name of Ratee Faculty/Staff

**01/04/2023**