



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

January to June 2020

Annex P

Name of Administrative Staff: **MERCEDES V. FORNES**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.65	4.65 X 70%	3.25
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.41	3.41 X 30%	1.02
TOTAL NUMERICAL RATING			4.27

TOTAL NUMERICAL RATING: **4.27**

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.27**

ADJECTIVAL RATING: **"VS"**

Prepared by:


MERCEDES V. FORNES
Name of Staff

Reviewed by:


VICENTE A. GILOS
Department/Office Head

Recommending Approval:

N/A
Dean/Director

Approved:



BEATRIZ S. BELONIAS
Vice President for Instruction

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 January to June 2020.


MERCEDES V. FORNES
 Ratee

Approved:


VICENTE A. GILOS
 Chief Librarian

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2020 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
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 volumes of books/materials accessioned	Technical work	195 volumes	220 volumes	4.5	4.5	5	4.66	
		PI1.2 Number of books, theses labeled	Technical work	280 volumes	305 volumes	4.5	5	5	4.83	
		PI1.3 Number of books relabeled	Technical work	275 volumes	290 volumes	4.5	5	5	4.83	
		PI1.4 Number of books covered with plastic acetate and barcodes	Technical work	215 volumes	260 volumes	4.5	4.5	5	4.66	
		P11.5 Number of index encoded & printed for shelflist	Technical work	190 index cards	225 index cards	4.5	4.5	5	4.66	
	Library Services	PI2 Percentage increase in the number of students, faculty, staff & researchers availing of the Library facilities, services & resources								
	Reader's Services	PI2.1 Number of hours spent during annual inventory	Technical Services	90 hours	110 hours	4.5	4.5	4.5	4.5	
		PI2.2 Number of hours spent shelving books	Technical Services	85 hours	105 hours	4.5	4.5	5	4.66	

UMFO – 6 GENERAL ADMINISTRATION AND SUPPORT SERVICES

LIBMFO 6	Administrative and Facilitative Services	P15.1 Number of documents (COR, TOR & etc.) photocopied	Frontline services	170	190	4.5	4.5	5	4.66	
		P15.2 Number of hours spent for special duties and other tasks assigned by the head.		95	130	4.2	4.5	4.5	4.4	

Total Over-all Rating	41.86	
Average Rating (Total Over-all rating divided by 9)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.65	
ADJECTIVAL RATING	"O"	

Comments & Recommendations for Development Purpose:

has
She is improvement.

Evaluated and Rated by:

Approved by:


VICENTE A. GILOS
Chief Librarian


BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

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

Date: _____

PERFORMANCE MONITORING FORM

January to June 2020

Name of Employee: MERCEDES V. FORNES

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	Number of catalog cards encoded and printed as shelflist cards produced	Jan	June	VS	VS	VS	VS	VS
2								
3								
4								
5								

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

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

Prepared by:

VICENTE A. GILOS

Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2020**

Name of Staff: **MERCEDES V. FORNES**

Position: **ADMINISTRATIVE AIDE- III**

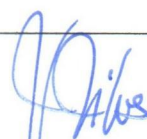
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		41 / 12				
Average Score						

Overall recommendation : _____


VICENTE A. GILOS
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

January to June 2020

Name of Employee: **MERCEDES V. FORNES**

Performance Rating: _____

Aim: To improve work attitude

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Given the task to encode bibliographies, encode and produce shelflist cards.

Result: Technical work outputs done.

Willingness to be assigned to a new unit and improved her working attitude.

Date: _____ Target Date: _____

Next Step:

Additional tasks was added like producing book pockets and do the accessioning of books.

Outcome: _____

Final Step/Recommendation:

Her technical works output increased.

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


MERCEDES V. FORNES
Name of Ratee Faculty/Staff