

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(VSU UNIVERSITY LIBRARY)
JAN-JUNE 2016**

Name of Administrative Staff: CAMACHO, SHEIRA MAY T.

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.75		3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33		1.29
TOTAL NUMERICAL RATING			4.62

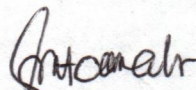
TOTAL NUMERICAL RATING: -

Add: Additional Approved Points, if any: -

TOTAL NUMERICAL RATING: 4.62

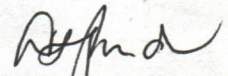
ADJECTIVAL RATING: "0"

Prepared by:


SHEIRA MAY T. CAMACHO

Name of Staff

Reviewed by:

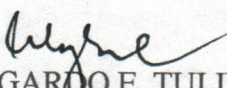

ANDRELI D. PARDALES *du*

Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
VSU-President *edu*

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, SHEIRA MAY T. CAMACHO, 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, 2016.

Smt Camacho
SHEIRA MAY T. CAMACHO
(Ratee)

Approved: *Andreli D. Pardales*
ANDRELI D. PARDALES
Head of Unit

MFO NO.	MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 2 HIGHER EDUCATION SERVICES										
LIBMFO2	STUDENT MANAGEMENT SERVICES	PI 2 No. of student assistant supervised	Frontline Services	6 student assistants	8 student assistants	4.5	4.5	5.0	4.67	
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								
		A. No. of books encoded to the Library System (DLM)	Technical Services	100 books	195 books	5.0	4.5	4.5	4.67	
		B. No. of hours spent in inventory and housekeeping	Technical Services	80 hours	120 hours	5.0	5.0	4.5	4.83	
		C. No. of hours spent in shelf reading	Technical Services	20 hours	45 hours	5.0	5.0	5.0	5.0	
		D. No. library forms edited and printed	Technical Services	200 library forms	300 library forms	4.5	5.0	5.0	4.83	
		E. No. of clients requested password for WiFi connection	Reader's Services	250 clients	330 clients	4.5	5.0	4.5	4.67	
		PI 2 Percentage increase in the number of students, faculty, staff & researchers availing of the Library facilities , services & resources								
		A. No. of clients given reference/information services	Reader's Services	350 clients	550 clients	5.0	5.0	4.5	4.83	
		B. No. of books charged and discharged	Reader's Services	700 books	886 books	4.5	5.0	5.0	4.83	
		C. No. of book cards filed and withdrawn	Reader's Services	1,500 book cards	1,772 book cards	4.5	4.5	4.5	4.5	

		D. No. of clearances checked of accountabilities	Reader's Services	480 clearance	811 clearance	5.0	4.5	4.5	4.67	
		E. No. of IDs & BCs updated or validated	Reader's Services	500 IDs & BCs	571 IDs & BCs	4.5	4.5	5.0	4.67	
		F. No. of OR issued and remitted	Reader's Services	200 ORs	250 ORs	4.5	4.5	5.0	4.67	
		G. No. of hours spent at the Reference & Reserve Unit during Special Duties	Readers' Services	70 hours	80 hours	4.5	5.0	5.0	4.8	
		H. No. of hours spent to conceptualize library display	Readers' Services	15 hours	20 hours	4.5	5.0	5.0	4.8	
		PI 3 Number of best practices on students services implemented								
		A. No. of subject bibliographies completely prepared for update of resources and for AACUP	Best Practices	30 subject bibliographies	65 subject bibliographies	5.0	5.0	4.5	4.8	
		B. Recall of Paperless and Paper overdue books and fines	Best Practices	0 complaints from clients	0 complaints from clients	5.0	5.0	5.0	5.0	
		C. Reader's Advisory	Best Practices	0 complaints from clients	0 complaints from clients	4.5	5.0	5.0	4.8	
UMFO 6 - GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
LIBMFO 2	EFFICIENT AND CUSTOMER FRIENDLY FRONTLINE SERVICE	PI 1 Zero percent complaint from clients served	Frontline Services	0 Complaint from client service	0 Complaint from client service	4.0	4.5	4.5	4.33	
OVPI 9 - DEVELOPMENT BROADCASTING & COMMUNICATION SERVICES										
	REPOSITORY SERVICES	PI 9 No. of Theses/dissertation proof-read and received	Technical Services	40 e-theses	45 e-theses	4.5	4.5	4.5	4.5	

Average Rating (Total Over-all rating divided by 4)		89.83
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.73	
ADJECTIVAL RATING	4.73	

COMMENTS AND RECOMMENDATIONS FOR DEVELOPMENT PURPOSES

47.24

Received by:

Planning Office

Date: _____

Calibrated by:

DR. REMBERTO A. PATINDOL
PMT

Date: _____

Recommending Approval:

BEATRIZ S. DELONAS, PhD
Vice President

Date: _____

Approved by:

DR. EDGARDO E. TULIN
President

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2016

Name of Staff: SHEIRA MAE T. CAMACHO

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	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
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
3. 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
4. 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
5. Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
6. Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
7 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
8 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
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
10 Willing to be trained and developed	5	4	3	2	1

52
4.33
1.29

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					45/10 = 4.5				
Average Score					4.5				

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head