



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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	4.46	70%	3.12
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.92	30%	1.18
TOTAL NUMERICAL RATING			4.30

TOTAL NUMERICAL RATING: 4.30

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.30

ADJECTIVAL RATING: "VS"

Prepared by:

A. Dag-uman
AIREEN M. DAG-UMAN
Name of Staff *01/04/23*

Reviewed by:

V. A. Gilos
VICENTE A. GILOS *01/04/23*
Department/Office Head

Recommending Approval:

N/A


Dean/Director


Approved:

A. A. Villocino
ALELI A. VILLOCINO
Vice President-Students Affairs
and Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MERCEDES V. FORNES** 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**.


MERCEDES V. FORNES
 Ratee *1/4/2023*

Approved: 
VICENTE A. GILOS *01/04/23*
 Chief Librarian

MFOs/PAPs	Success Indicators	Tasks Assigned	2022 Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OCL MFO 3 Technical Services	PI 1.1 Number of library materials accessioned	Technical work	187 materials	275 materials	4	4	5	4.33	
	PI 1.2 Number of books undergone mechanical processing such as putting property seal, covering & putting book accessories/labeling/painting/ relabeling	Technical work	250 books	280 books	4	5	4	4.33	
	PI 1.3 Number of books provided with shelf list card	Technical work	150 books	180 books	5	5	4	4.67	
	PI 1.4 Number of library materials provided with RFID and barcodes acetates	Technical work	250 materials	459 materials	4	5	4	4.67	
	P1 1.5 Number of documents printed and/or photocopied	Technical work	40 documents	68 documents	5	5	4	4.67	
	P1 1.6 Number of hours spent for inventory, shelf reading, shelving and maintenance or resources	Readers/ Frontline Services	50 hrs.	85 hours	4	4	4	4	

LIB MFO 4 Reader's Services	PI 1.7 Number of hours spent on special duties	Frontline services	50 hrs.	85 hours	4	4	4	4	
UMFO 6- GENERAL ADMINISTRATION AND SUPPORT SERVICES									
	LIBMFO 6Administra tive and Support Services Managemen t	P1 1.8 Number of hours spent for other tasks assigned by the head	Frontline services	50 hrs.	85 hours	5	5	5	5
Total Over-all Rating						35.67			
Average Rating						4.46			
Adjectival Rating						"VS"			

Average Rating (Total Over-all rating divided by 8)		4.46
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.46
ADJECTIVAL RATING		"VS"

Comments & Recommendations for
Development Purpose:

She is too focused on her routine tasks
to the extent that she finds it hard
to adjust doing the newly assigned
and non-routine tasks.

Evaluated and Rated by:

VICENTE A. GILOS

Head of Office

Date: 01/04/23

Approved by:

ALELI A. VILLOCINO

VP for Student Services and Affairs

Date: _____

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

PERFORMANCE MONITORING FORM


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	Accessions books	200	July 2022	December 2022	December 29, 2022	Impressive	Very satisfactory	
2	Does the mechanical processing of books	250	July 2022	December 2022	December 29, 2022	Impressive	Very satisfactory	
3	Prepares shelf list cards	100	July 2022	December 2022	December 29, 2022	Impressive	Very satisfactory	
4	Prints documents needed for accreditations	30	July 2022	December 2022	December 29, 2022	Impressive	Very satisfactory	

* 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: MERCEDES V. FORNES

Position: ADMINISTRATIVE AIDE


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	<u>3</u>	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	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.	5	<u>4</u>	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	5	<u>4</u>	3	2	1

11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1
12. Willing to be trained and developed	5	<u>4</u>	3	2	1
Total Score	47				
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					
Average Score	3.92				

Overall recommendation : _____


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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MERCEDES V. FORNES

Performance Rating: _____

Aim:

Proposed Interventions to Improve Performance:

Date: July 2022 Target Date: SEPTEMBER 16, 2022

First Step:

**To be more effective in her work, she needed to attend the 3 days webinar on
"Working Towards Personal Effectiveness"**

Result:

She seems refreshed and enthusiastic in doing her work

Date: _____ Target Date: _____


Next Step:

Outcome: _____


Final Step/Recommendation:

She needs a refresher course on basic computer operation particularly MSWord.

Prepared by:


VICENTE A. GILOS 01/04/22
Unit Head

Conforme:


MERCEDES M. FORNES
Name of Ratee Faculty/Staff 1/4/2022