



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

**Annex P**

Name of Administrative Staff: **HERMANO, MARIA AGNES P.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per iPCR	4.64	70%	3.24
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.59</b>

TOTAL NUMERICAL RATING: 4.59  
Add: Additional Approved Points, if any:             
TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.59

ADJECTIVAL RATING: "O"

Prepared by:

**MARIA AGNES P. HERMANO**  
Name of Staff

Reviewed by:

**VICENTE A. GILOS**  
Department/Office Head

Approved:

**ALELI A. VILLOCINO**  
Vice President – Students Affairs  
And Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIA AGNES P. HERMANO, 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 July 2021

**MARIA AGNES P. HERMANO**

Ratee

Approved:

**VICENTE A. GILOS**

Head of Unit

MFO & PAPs	Success Indicators	Persons Responsible	2021 Target (January – July)	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>OCL MFO 6</b> <b>Administrative and Support Services Management</b>	Pl.1 Acknowledgment Receipt of books donation	Secretariat Work	8 Acknowledgment Receipt	8 Acknowledgment Receipt					<b>July 31, 2021 is my last day of service</b>
	Pl.2 Purchase Requests PPMP	Secretariat Work	10 PR 5 PPMP	10 PR 5 PPMP	5	4	4	4.33	
	Pl.3 ORS/BURS	Secretariat Work	15 ORS/BURS	15 ORS/BURS	4	5	5	4.67	
	Pl.4 Disbursement Vouchers	Secretariat Work	15 Vouchers	15 Vouchers	4	5	5	4.67	
	Pl.5 Leave of applications	Secretariat Work	20 leave for application	32 leave for application	5	5	5	5	
	Pl.6 Monthly report of Project sales	Secretariat Work	7 monthly reports	7 monthly reports	4	4	5	4.33	
	Pl.7 Job requests	Secretariat Work	5 Job Request	8 Job Request	5	5	5	5	
	Pl.8 Inspection Reports with Sales Invoice	Secretariat Work	7 Inspection Reports	12 Inspection Reports	5	5	5	5	
	Pl.9 RIS prepared	Secretariat Work	8 RIS	8 RIS	5	4	4	4.33	
	Pl.10 IPCR Prepared	Secretariat Work	12 IPCR	12 IPCR	5	4	4	4.33	

	Pl.11 IPCR attachment prepared	Secretariat Work	36 attachment	50 attachment	5	4	5	4.67	
<b>OCLMFO 7</b> <b>Efficient and Customer-friendly Assistance</b>	Pl 1 Percentage of efficiency and customer-friendly frontline services	Secretariat Work	0 Compliant from client	0 Compliant from client	5	5	5	5	
<b>OCLMFO 8</b> <b>Income Generating Services</b>	Pl.1. Number of OR issued Pl.2 Binding Orders and Acknowledgment Receipt issued	Income Generating	500 OR 500 Binding Orders 500 Acknowledgement Receipt issued	500 OR 500 Binding Orders 500 Acknowledgement Receipt issued	5	5	4	4.67	
	Pl.3 Number of Official Receipts Cash counted Pl.4 Number of monthly Report submitted to IASO	Income Generating "	450 7 Monthly report Submitted to IASO	450 7 Monthly report Submitted to IASO	4	4	5	4.33	

Average Rating (Total Over-all rating divided by 14)	65	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.64	
ADJECTIVAL RATING	"O"	

Evaluated & Rated by:

**VICENTE A. GILOS**  
Dept./Unit Head

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

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

#### Comments & Recommendations for Development Purpose:

She is an asset of the Office of the Chief Librarian, yet she opted to retire earlier. There is nothing I can do except to support her decision.

Approved by:

**ALELI A. VILLOCINO**  
VP for Student Affairs and Services

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

# **PERFORMANCE MONITORING FORM**


Name of Employee: HERMANO, MARIA AGNES P.

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	Prepares official documents					Very Impressive	Outstanding	
2	Issues Official Receipts					Very impressive	Very Satisfied	
3	Issued Acknowledgment Receipts and Binding Orders					Very Impressive	Outstanding	
4	Prepares and submit Monthly reports of Sales IASO					Impressive	Very Satisfactory	
5	Reviews Official Receipt vis-à-vis on records and cash counts					Very impressive	Outstanding	
6								
7								

\* 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:

Name of Staff: HERMANO, MARIA AGNES P.

Position: Administrative Aide - IV

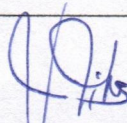
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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	<u>5</u>	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	<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.	<u>5</u>	4	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	<u>5</u>	4	3	2	1

<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		<b>Scale</b>				
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
<b>Total Score</b>		<b>54 / 12</b>				
<b>Average Score</b>		<b>4.5</b>				

Overall recommendation :



**VICENTE A. GILOS**  
Printed Name and Signature  
Head of Office

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: HERMANO, MARIA AGNES P.

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

Aim: To be able to mentor younger staff to continue her work when she retires.

Proposed Interventions to Improve Performance:

Date: July 1, 2021

Target Date: July 26-30, 2021

First Step: She was task to plan and schedule the mentoring sessions to the younger staff.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Result:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Next Step:

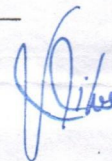
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Final Step/Recommendation:


\_\_\_\_\_

Prepared by:



**VICENTE A. GILOS**  
Unit Head

Conforme:



**MARIA AGNES P. HERMANO**  
Name of Ratee Faculty/Staff