



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: LACAMBRA, MARIEL E.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.6	70%	3.22
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.4	30%	1.32
TOTAL NUMERICAL RATING			4.54


TOTAL NUMERICAL RATING: 4.54
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.54

ADJECTIVAL RATING: "VS"


Prepared by:

Reviewed by:


CRISILDA MARIE C. ROBLE
Name of Staff


VICENTE A. GILOS
Department/Office Head

Approved:


ALELI A. VILLOCINO
Vice President – Students Affairs
And Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIEL E. LACAMBRA, 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 July to December, 2021.

MARIEL E. LACAMBRA

Ratee

Approved:

VICENTE A. GILOS

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 1: ISO 9001:2015 aligned documents	PI 1 No. of quality procedures prepared or reviewd for revision	Technical Services	1 quality procedure	3 Quality Procedures	5	4	5	4.67	
EXPERT SERVICES	PI 2 No. of Newsletter issues disseminated			N/A	N/A	N/A	N/A	N/A	
	Number of articles authored	Technical Services	1 article						No output due to typhoon.
TECHNICAL SERVICES	PI1. Number of materials Catalogued and Classified or re-classified	Technical Services	50 catalogued and classified	60 Catalouged and Classified	5	4	4	4.33	
	PI2. Number of title of theses, dissertations, manuscripts, etc., received	Technical Services	100 theses, dissertations, manuscripts	188 Manuscript	5	5	5	5	
	PI 4. No. of documents prepared for AACCUP, CHED, ISA ,ISO, etc. accreditations/require ments	Technical Services	3 documents	12 Documents	5	5	5	5	

	No. of bibliographies prepared for accreditations and other purposes	Technical Services	3 bibliographies	3 Bibliographies	5	4	5	4.67	
	PI 5 No. of e-copies of theses/dissertations, field practice reports, etc. manuscripts assessed and printed.								
	a. No. of e-theses/e-dissertations, field practice reports assessed	Technical Services	100 manuscripts	119 Manuscripts	5	4	5	4.67	
	b. No. manuscripts printed	Technical Services	100 manuscripts	424	3	3	3	3	
	c. No. of printed manuscripts quality reviewed before sent to bindery	Technical Services	100 manuscripts	522 manuscripts	5	5	4	4.67	
	PI 8 No. of hours spent in doing inventory, shelf reading and shelving								
	a. No. of hours spent in doing inventory	Technical Services	50 hours	51 hours	4	4	4	4	Every month of July only
	b. No. of hours spent in shelf-reading and shelving	Technical Services	25 hours	51 hours	4	4	4	4	

READER'S SERVICES	PI 1 No. of students, faculty, staff & researchers availed the Library facilities, services & resources								
	a. No. of clienteles assisted/given friendly and accurate information / reference thru face-to-face services	Frontline Services	50 clienteles	90 Clienteles	5	5	5	5	
	b. No. of clienteles assisted/given friendly and accurate information / reference thru online services	Frontline Services	50 clienteles	200 Clientels	5	5	5	5	The same as C
	c. No. of students, faculty and researchers online reference queries responded	Frontline Services	50 clienteles	70 Books	5	5	5	5	
	d. No. of books charged and discharged	Frontline Services	25 books	70 Book Card	5	5	4	4.67	
	e. No. of book cards filed and withdrawn	Frontline Services	25 book cards						

UMFO 6- GENERAL ADMINISTRATION and SUPPORT SERVICES									
ADMINISTRATIVE AND SUPPORT SERVICES MANAGEMENT	PI 1 Number of Official documents prepared, issued, acknowledged, authenticated and inspected								
	a. Number of acknowledgement and Binding order authenticated and inspected	Frontline Services	100 acknowledgement and Binding order	200 Acknowledgement and binding order	5	5	5	5	
	b. No. of clearances verified and countersigned	Frontline Services	50 clearances	150 Clearance	5	5	5	5	
Efficient and Customer-friendly Assistance	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	Frontline Services	0% complaint from client served	0% Complaint	5	5	5	5	
	PI 3 Percentage of 5S implementation at the workplace	Frontline Services	80%	100%	5	5	4	4.67	

Average Rating (Total Over-all rating divided by 4)	88.35		Comments & Recommendations for Development Purpose: <u>A young lady yet committed in competing her tasks. Keep it up!</u>
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING	4.67		
ADJECTIVAL RATING	"O"		

Evaluated & Rated by:



VICENTE A. GIROS

Dept/Unit Head

Date: _____

Approved by:



ALELI A. VILLOCINO

VP-Student Affairs and Services

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

PERFORMANCE MONITORING FORMName of Employee: Lacambra, Mariel E.

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	Encodes the Existing these collection to DLM and each book provided with barcode, RFID in preparation for implementation of online book circulation	50	July 1, 2021	December 30, 2021	December 30, 2021	impressive	Very satisfactory	
2	Collects, prepares and compiles supporting documents for Parameter D, of Area VII for AACCUP	1 parameter Completed	August 2021	October 16, 2021	October 14, 2021	Very impressive	Outstanding	
3	Prepares and produce bibliographies for the programs under AACCUP	7	July 2021	December 30, 2021	December 30, 2021	Very impressive	Outstanding	
4	Assesses manuscripts submitted by Students	100	July 2021	December 30, 2021	December 30, 2021	impressive	Outstanding	

* 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: July-December 2021

Name of Staff: MARIEL E. LACAMBRA

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	<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.	<u>5</u>	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	<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.	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	<u>5</u>	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	<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	<u>5</u>	4	3	2	1
12.	Willing to be trained and developed	5	<u>4</u>	3	2	1

Total Score		53				
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		4.4				

Overall recommendation :


VICENTE A. GILOS
 Printed Name and Signature
 Head of Office

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mariel E. Lacambra

Performance Rating: _____

Aim: To empower her to become a well-rounded librarian

Proposed Interventions to Improve Performance:

Date: July 2021 Target Date: December 2021

First Step: She was encouraged to pursue and start writing thesis. As it is a requirement for her to obtain a MS Degree.

Result: She is already done proposing title for thesis.


Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: She may apply for a university thesis grant or she may request for skeletal schedule for her to have a time allocation for the conduct and writing of her thesis.

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


MARIEL E. LACAMBRA
Name of Ratee Faculty/Staff