

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 2017

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MERCEDES V. FORNES
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Approved: *ayda*
ANDREI D. PARDALES
 Head of Unit *ayda*

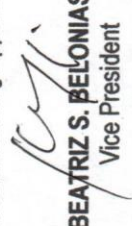
MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2017 Target	Actual Accomplishment	Rating				Remarks
UMFO 5 Support to Operations (STO)										
LIBMFO 5	Library Services	PI 1 Percentage increase in the number of resources acquired and made available to students, faculty, staff and researchers								
	Technical Services	PI1.1 Number of books repaired and relabeled	Technical work	1,135 relabeled	1,485 relabeled	5	5	5	5	5
		PI1.2 Number of book cards filed	Technical work	918 filed	1,158 filed	5	4.5	4	4	4.5
		PI1.4 Number of books shelf/re-shelf	"	1,175 shelved/re-shelved	1,445 shelved/reshelved	5	4	4	4	4.33
		PI1.5 Number of hours spent in inventory	"	115 hrs.	-	-	-	-	-	-
	Library Service	PI12 Percentage increase in the number of students, faculty, staff & researchers availing of the Library facilities, services & resources								
	Reader's Services	PI2.1 Number of books charged and discharged	Frontline services	989 charged/discharged	1,185 Charged/discharged	5	4	4	4	4.33
		PI2.2 Number of Borrower's Card issued and updated	Frontline services	65 issued	78 issued	5	4	4	4	4.33
		PI2.3 Number of Xerox, COR, TOR & Books photocopied	Frontline services	215 copies photocopied	275 copies photocopied	5	4.5	4.5	4.5	4.5
UMFO 6- GENERAL ADMINISTRATIVE SUPPORT SERVICES										
LIBMFO 1	Administrative and Facilitative Services	P15 Number of frontline academic services monitored and ensured to be costumer friendly & efficient and citizens charter posted conspicuously								
		P15.1 Number of hours spent in monitoring the control area	Frontline services	78 hours	87 hours	5	4.5	4.5	4.5	4.66

		PI5.2 Number of clearances checked and countersigned		695 clearances	735 clearances	5	4.5	4.5	4.66
		PI5.3 Number of certified true copy of TOR and COR signed		28 signed	45 signed	5	4.5	5	4.83
		PI1 10% increased of income generated to support frontline services							
	Income Generating Services								
		PI11.1 Number of students collected with overdue fines	Frontline services	38 students	68 students	5	4.5	5	4.83
		PI11.2 Number of surrendered book card & Application form pulled out from file	Clerical	665	758	5	4.5	4.5	4.66
		PI1 Efficient and customer-friendly frontline services							
	LIBMFO 2	Efficient and Customer-friendly Assistance							
		PI11.1 Number of researchers given friendly and accurate information / reference	Frontline services	35 researchers	55 researchers	5	4.5	5	4.83
		TOTAL OVER-ALL RATING							
	Total Over-all Rating			55.46					
	Average Rating (Total Over-all rating divided by)								
	Additional Points:								
	Punctuality								
	Approved Additional points (with copy of approval)								
	FINAL RATING			4.62					
	ADJECTIVAL RATING			"O"					

Comments & Recommendations for Development Purpose:

Received by:  TERESITA A. QUINANOLA
Head, PRPEO.

Calibrated by:  REMBERTO A. PATINDOL
PMT

Recommended Approval:  BEATRIZ S. BELONIAS
Vice President

Approved by:  EDGARDO E. TULIN
President

Date: _____ Date: _____ Date: _____ Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2017

Name of Staff: MERCEDES V. FORNES

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	

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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											
Average Score											

Overall recommendation : _____


ANDRELI D. PARDALES
Name of Head *CH* *1/2*