



**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	4.59	70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.5	30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.56</b>

TOTAL NUMERICAL RATING: 4.56  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.56

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 JANUARY to JUNE, 2021.

MARIEL E. LACAMBRA

Ratee

Approved:

VICENTE A. GILOS

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO 1: ISO 9001:2015 aligned documents	PI 1 No. of quality procedures prepared or reviewed for revision	Technical Services	1 quality procedure	3 quality procedures	5	4	5	4.67	
EXPERT SERVICES	PI 2 No. of Newsletter issues disseminated								
	Number of articles authored	Technical Services	1 article	1 article	5	4	4	4.33	
TECHNICAL SERVICES	PI1. Number of materials Catalogued and Classified or re-classified	Technical Services	50 catalogued and classified	35 catalogued and classified	4	3	3	3.33	
	PI2. Number of title of theses, dissertations, manuscripts, etc., received	Technical Services	100 theses, dissertations, manuscripts	150 manuscripts	5	4	5	4.67	
	PI 4. No. of documents prepared for AACCUP, CHED, ISA, ISO, etc. accreditations/requirements	Technical Services	3 documents	12 documents	5	4	5	4.67	
	No. of bibliographies prepared for	Technical Services	3 bibliographies	7	5	4	5	4.67	



	accreditations and other purposes			bibliographies					
	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	165 manuscripts	5	4	4	4.33	
	b. No. manuscripts printed	Technical Services	100 manuscripts	571 manuscripts	5	5	5	5	
	c. No. of printed manuscripts quality reviewed before sent to bindery	Technical Services	100 manuscripts	788 manuscripts	5	5	5	5	
	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	--	N/A	N/A	N/A	N/A	Every month of July only
	b. No. of hours spent in shelf-reading and shelving	Technical Services	25 hours	40 hours	5	4	5	4.67	
READER'S SERVICES	PI 1 No. of students, faculty, staff & researchers availed the Library facilities,								



	services & resources								
	a. No. of clientele assisted/given friendly and accurate information / reference thru face-to-face services	Frontline Services	50 clientele	100 clientele	5	4	5	4.67	
	b. No. of clientele assisted/given friendly and accurate information / reference thru online services	Frontline Services	50 clientele	236 clientele					The same as C
	c. No. of students, faculty and researchers online reference queries responded	Frontline Services	50 clientele	236 clientele	5	5	5	5	
	d. No. of books charged and discharged	Frontline Services	25 books	135 books	5	4	5	4.67	
	e. No. of book cards filed and withdrawn	Frontline Services	25 book cards	135 book cards	5	4	5	4.67	
UMFO 6- GENERAL ADMINISTRATION and SUPPORT SERVICES									
ADMINISTRATIVE AND SUPPORT SERVICES MANAGEMENT	PI 1 Number of Official documents prepared, issued, acknowledged,								







Average Rating (Total Over-all rating divided by 4)	87.36	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.59	
ADJECTIVAL RATING	VS	

**Comments & Recommendations for Development Purpose:**

Her output on materials catalogued and classified were very low due to other overwhelming tasks.  
She is still a good worker.

Evaluated & Rated by:

  
**VICENTE A. GILOS**

Dept/Unit Head

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

Recommending Approval:

**N/A**

Dean/Director

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

Approved by:

  
**ALELI A. VILLOCINO**

Vice President

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

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average



# **PERFORMANCE MONITORING FORM**

Name 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	January 4, 2021	June 30, 2021	June 30, 2021	impressive	Very satisfactory	Didn't meet the target due to priority tasks like Preparations for AACCUP, CHED RQAT/COPC
2	Collects, prepares and compiles supporting documents for Parameter D, of Area VII for AACCUP	1 parameter Completed	February 2021	April 16, 2021	April 14, 2021	Very impressive	Outstanding	
3	Prepares and produce bibliographies for the programs under AACCUP Survey and CHED-RQAT/COPC	7	February 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
4	Prepares supporting Documents for CHED-RQAT/COPC	34	February 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
5	Assesses manuscripts submitted by Students	100	January 4, 2021	June 30, 2021	June 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: January-June 2021

Name of Staff: LACAMBRA, MARIEL E.

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.**

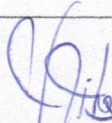
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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	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.	<u>5</u>	4	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	<u>5</u>	4	3	2	1



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

Overall recommendation :

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



## 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: Jan 2021      Target Date: June 2021

First Step: She was encouraged to continue and finish MSLIS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Result: She completed her comprehensive exam. and showed enthusiasm to continue and finish her MSLIS.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Next Step: She was advised to request for a flexi-time when doing her thesis writing so that her leave credits will not be affected.

\_\_\_\_\_


\_\_\_\_\_

\_\_\_\_\_

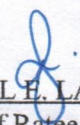
Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:

  
VICENTE A. GILOS  
Unit Head

Conforme:

  
MARIEL E. LACAMBRA  
Name of Ratee Faculty/Staff