

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF
JULY TO DECEMBER 2016**

Name of Administrative Staff: **SHEIRA MAY T. CAMACHO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.56	$4.56 \times .70$	3.19
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	$4.58 \times .30$	1.37
TOTAL NUMERICAL RATING			4.56

TOTAL NUMERICAL RATING: 4.56


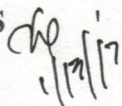
Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____


ADJECTIVAL RATING: "VS"

Prepared by: _____ Reviewed by: _____

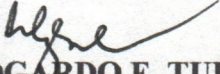


SHEIRA MAY T. CAMACHO
Name of Staff


ANDREI D. PARDALES
Department/Office Head 

Recommending Approval:

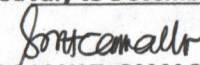

REMBERTO A. PATINDOL
Chairman, PMT

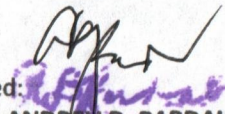
Approved:


EDGARDO E. TULIN
President 

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Sheira May T. Camacho** 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 2016**.


SHEIRA MAY T. CAMACHO
 Ratee

Approved: 
ANDREI D. PARDALES
 Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 2 Higher Education Services										
LIBMFO 2	Student Management Services	PI3 Percentage of students who availed of student assistantship at the library								
		PI3.1 Number of Student Assistant given orientation and instruction for duties and responsibilities	Frontline service	1	1	4.5	4.5	4.5	4.5	
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 catalogued and classified	Technical work	30	73	4.5	4.5	4.5	4.5	
		PI1.2 Number of articles/ research papers indexed	Technical work	25	35	4.5	4.0	4.5	4.33	
		PI1.3 Number of serial materials/research papers compiled/sorted/prepared for binding	Technical work	25	30	4.5	4.0	4.5	4.33	
		PI1.4 Number of bibliographic data inputted to ILMIS/verified	Technical work	200	345	5.0	4.0	4.5	4.66	
		PI1.5 Number of catalog cards sorted/proofread/ corrected	Technical work	300	375	5.0	4.0	4.5	4.66	
		PI1.6 Number of books shelf /re-shelf	Technical work	250	378	5.0	4.0	4.5	4.66	

	Library Services	PI 2 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 /discharged	Frontline services	510	668	5.0	4.5	4.5	4.66	
		PI2.2 Number of Borrower's Card issued/updated	Frontline services	30	44	4.5	4.5	4.5	4.5	
		PI2.3 Number of announcements prepared and posted	Frontline services	6	11	4.0	4.5	4.5	4.33	
		PI3 Number of best practices on students services implemented								
		PI3.1 Number of freshmen/transferee students given orientation on Library policies and procedures	Frontline service	100	141	5.0	4.5	4.5	4.66	
UMFO 6- GENERAL ADMINISTRATIVE SUPPORT SERVICES										
LIBMFO 1	Administrative and Facilitative Services	PI5 Number of frontline academic services monitored and ensured to be costumer friendly & efficient and citizens charter posted conspicuously								
		PI5.1 Number of unit manned daily (High School Library)	Frontline service	1	1	4.5	4.5	4.5	4.5	
		PI 5.2 Number of hours spent in monitoring the control area	Frontline services	70	85	5.0	4.0	4.5	4.5	
		PI5.3 Number of clearances/reservations checked and signed	Frontline services	(High School students are required to submit clearance at the end of school year – March)	(High Sch. students are required to submit clearance at the end of school year					
		PI5.4 Number of DTRs reviewed and signed	Frontline services	18	18	4.5	4.5	4.5	4.5	
	Income Generating Services	PI1 10% increase of income generated to support University Projects								
		PI 1.1 Number of students and faculty collected with overdue fines	Frontline services	60	65	5.0	4.5	4.5	4.66	
LIBMFO 2	Efficient and Customer-friendly Assistance	PI1 Efficient and customer-friendly frontline services	Frontline services	0 complaint	0 complaint	5.0	5.0	5.0	5.0	
		PI1.1 Number of clientele assisted/given friendly and accurate information /reference	Frontline services	125		5.0	4.0	4.5	4.66	
Total Overall Rating										

77.61/ 17.

4.52


Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.56	
ADJECTIVAL RATING	"VS"	

Comments & Recommendations for Development Purpose:

Received by:


 Planning Office



Calibrated by:


 DR. REMBERTO A. PATINDOL
 PMT

Approval:


 DR. BEATRIZ S. BELONIAS
 Vice President

Approved by:


 DR. EDGARDO E. TULIN
 President 

Date: _____

Date: _____

Date: _____

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2016

Name of Staff: SHEIRA MAY C. CAMACHO

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
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
3. 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
4. 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
5. Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
6. Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
7. 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
8. 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
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
10. Willing to be trained and developed	5	4	3	2	1

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						76				
Average Score						4.4 4.4				

Overall recommendation : _____

ANDREI D. PARDALES
Name of Head

$$\begin{array}{r}
 8 \times 5 = 40 \\
 9 \times 4 = 36 \\
 \hline
 17 \quad 76
 \end{array}$$