

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(VSU UNIVERSITY LIBRARY)
July – December 2018**

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	4.50	4.50 X 70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.88	3.88 X 30%	1.16
TOTAL NUMERICAL RATING			4.31

TOTAL NUMERICAL RATING: _____


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.31

ADJECTIVAL RATING: "VS"


Prepared by:

Reviewed by:


SHEIRA MAY T. CAMACHO
Name of Staff


ANDRELI D. PARDALES
Department/Office Head

Approved:


BEATRIZ S. BELONIAS
VP - Instruction

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 – December 2018


SHEIRA MAY T. CAMACHO
Ratee

Approved:


ANDRELI D. PARDALES
Chief Librarian

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2018 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 2 Higher Education Services										
LIBMFO2	Student Management Services	P13 Percentage of students who availed of student assistantship at the Library								
		P13.1 Number of Student Assistant supervised, given orientation and instruction for duties and responsibilities	Frontline service	1	1	4.5	5	4.5	4.66	
UFMO 5 SUPPORT TO OPERATIONS (STO)										
LIBMFO 5	Library Services	P1 1 Percentage increase in the number of resources acquired and made available to students, faculty, staff and researchers								
		P1 1 Number of books catalogued and classified	Technical work	75	No new books acquired for cataloging	5	3	3	3.66	
		P1.4 Number of bibliographic data inputted/verified to ILMIS/DLM	Technical work	675	No new bibliographic data to be inputted to ILMIS	5	3	3	3.66	
		P1.5 Number of catalog cards sorted/proofread/corrected	Technical work	375	No new catalog cards to filled	5	3	3	3.66	
		P1.5 Number of books shelves / re-shelves	Technical work	625	655	5	5	5	5	
		PI 1.6 Number of books checked for inventory purposes	Technical work	1730	On leave during inventory	5	3	3	3.66	
	Library Services	P1 2 Percentage increase in the number of students, faculty, staff & researchers availing of the Library facilities, services & resources								
	Reader's Services	P1 2.1 Number of books charged/discharged	Frontline services	640	665	5	4.5	5	4.66	

		PI2.2 Number of Borrower's Card issued/updated	Frontline services	40	65	4.5	5	5	4.83	
		PI2.3 Number of announcements prepared/posted	Frontline services	19	23	4.5	4.5	5	4.66	
		PI2.4 No. of hours spent to conceptualize library display/slideshow	Frontline services	15	17	5	5	5	5	
		PI3 Number of best practices on students services implemented								
		PI3.1 Number of freshmen/transferee students given orientation on Library policies and procedures	Frontline services	140	250	4.5	5	5	4.83	
UMFO 6- GENERAL ADMINISTRATIVE SUPPORT SERVICES										
LIBMFO1	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 services	1	1	4.5	4.5	4.5	4.5	
		PI5.2 Number of hours spent in monitoring the control area	Frontline services	72	75	4.5	4.5	4.5	4.5	
		PI5.3 Number of clearances/reservation checked and signed	Frontline services	(High School students are required to submit clearance at the end of school year	(High School students are required to submit clearance at the end of school year					
		PI5.4 Number of DTRs reviewed and signed	Frontline services	18	18	5	4.5	4.5	4.66	
	Income Generating Services	PI1 10% increase of income generated to support University Projects								
		PI1.1 Number of students and faculty collected with overdue fines	Frontline services	58	65	5	5	4.5	4.83	
LIBMFO2	Efficient and Customer-friendly Assistance	PI1 Efficient and customer-friendly frontline services	Frontline services	0 complaint	0 complaint	5	5	5	5	
		PI1.1 Number of clientele assisted/given friendly and accurate information / reference	Frontline services	425	450	4.5	5	5	4.83	

Total Over-all Rating	76.6	
Average Rating (Total Over-all rating divided by 19)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.50	
ADJECTIVAL RATING	"VS"	


Comments & Recommendations for Development Purpose:

Ms. Camacho needs to undergo more trainings on Supervisory developments and Cataloging & archiving of library materials

Evaluated & Rated by:


ANDRELI D. PARDAES
 Chief Librarian *11/20*

Approved by:


BEATRIZ S. BELONIAS
 VP Instruction

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: July - December 2018

Name of Staff: **SHEIRA MAY T. 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
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

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	66 / 17				
Average Score	3.88				

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head *AD 11/30*

Exhibit I

PERFORMANCE MONITORING FORM

JULY – DECEMBER 2018



Name of Employee: CAMACHO, SHEIRA MAY T.

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	To lead in parol making contest entry for Dec.	Guard the Control Area	Dec. 2018	Dec. 2018	Dec. 2018	VS	VS	Can be depended upon
2								
3								
4								

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


ANDRELI D. PARDALES
 Chief Librarian  11/30

EMPLOYEE DEVELOPMENT PLAN

July – December 2018

Name of Employee: CAMACHO, SHIERA MAY T.

Performance Rating:

Aim: To attend trainings.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Suggested to pursue masteral studies

Result: Willingness to pursue material studies once the Librarian on study leave will finish her degree.

Date: _____ Target Date: _____

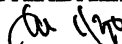
Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


ANDRELI D. PARDALES

Unit Head 

Conforme:


SHEIRA MAY T. CAMACHO
Name of Ratee Faculty / Staff