

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF
Janaury to June 2018


Name of Administrative Staff: MARIA AGNES P. HERMANO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.69	70%	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.0	30%	1.2
TOTAL NUMERICAL RATING			4.48

TOTAL NUMERICAL RATING: 4.48
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.48

ADJECTIVAL RATING: "VS"

Prepared by: 
MARIA AGNES P. HERMANO
Name of Staff

Reviewed by: 
ANDRELI D. PARDALES
Department/Office Head 

Approved: 
BEATRIZ S. BELONIAS
Vice President- Instruction

I, **MARIA AGNES P. HERMANO** 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 2018.

MARIA AGNES P. HERMANO
Ratee

Approved:

ANDRELI D. PARDALES

Head of Unit *Cho 9/11/18*

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2017 Target	Actual Accomplishment	Rating				Remarks
						Q1	E2	T3	A4	
UMFO 5	Support to Operations (STO)									
LIBMFO 3	Faculty Evaluation Services									
UFMO 6	General Administration and Support Services (GASS)									
LIBMFO 2	Efficient and Customer-friendly assistance	PI 1 Efficient and customer-friendly frontline service	Secretariat work	0 Complaint from client	0 Complaint from client	5	5	5	5	
	Technical Services	PI 2 No. of communications/notices/ acknowledgement letters for books and other donations	"	75 communications /notices/ acknowledgement letter	80 communications / notices / acknowledgment letter	4	5	4	4.5	
		PI 3 Number of Official Receipts, Binding Orders and Acknowledgement Receipt issued	"	280 OR, Binding Order and Acknowledged Receipt	720 O.R. Binding Order and Acknowledgment Letter	4	4.5	5	4.5	
		PI 4 Number of Official Receipts checked, cash counted and remitted to Cash Division	"	280 Official Receipts checked, cash counted and remitted to Cash Division	699 Official Receipts checked, cash counted and remitted to Cash Division	5	5	4.5	4.83	
		PI 5 Number of official documents prepared: Purchase Requests Vouchers Leave applications Travel documents Monthly report of project sales Job requests Inspection Reports with Sales Invoice ARE's prepared	"	14 P.R. 8 Vouchers 16 Leave app. 12 Travel Order 6 Sales report 17 Job Request	15 P.R. 15 Vouchers 24 Leave app. 23 Travel Order (Including Team Bldg. of Lib. Dept.) 6 Sales report 20 Job Request	5	4.5	5	4.83	

	ARE's prepared		17 Job Request 8 Inspection Report 15 ARE's	20 Job Request 20 Inspection Report 20 ARE's					
	PI6 Number of IPCR prepared with attachments: Annex O, Annex P and Exhibit L	"	36 IPCR, Annex O, Annex P and Exhibit L	36 IPCR, Annex O, Annex P and Exhibit	4.5	4.5	5	4.66	
	PI 7 Number of Sales Invoice checked against approved PO for voucher preparation	"	10 Sales Invoice	16 Sales Invoice	4.5	5	4.5	4.66	
	PI 8 Number of approved Purchase Requests sent to book jobbers through email for issuance of Sales Invoice	"	10 PRs	15 PR's sent book jobbers through email for issuance of Sales Invoice	4.5	5	4.5	4.5	
	PI 9 Number of books Request for Quotation send through email to the book jobbers	"	45 books	86 books Request for Quotation sent through email to the book jobbers	5	4.5	5	4.83	
	PI 10 Number of PPMP books	"	115 PPMP books	157 (Books, Equipment and Furnitures)	5	4.5	5	4.83	
	PI 11 Assist in preparation of RQAT documents	"	New	12 Lib. Staff PDS, Trainings & etc.	5	4.5	4.5	4.66	
Total Over-all Rating		51.63							
Average Rating (Total Over-all rating divided by 4)									
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING		4.69							
ADJECTIVAL RATING		"O"							

Comments & Recommendations for Development Purpose:

Her willingness to render assistance which can add boost to those younger staff and she has to maintain it as an extra mile.

Evaluated & Rated by:

ANDRE D. PARDALES
Chief Librarian

Date: _____
1 - Quality
2 - Efficiency

3 - Timeliness
4 - Average

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: **MARIA AGNES P. HERMANO**

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	
Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	(4)	3	2	1	
11						
12. Willing to be trained and developed	5	(4)	3	2	1	

48

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	48/12				
Average Score	4.0				

Overall recommendation : _____


ANDRELI D. PARDALES

Name of Head

me 9/14


PERFORMANCE MONITORING FORM

Name of Employee: MARIA AGNES P. HERMANO

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	Issues Official Receipts, Binding Orders and Acknowledgement Receipts	350 Official Receipts, Binding Orders and Acknowledgement Receipts issued	January	June	March	Impressive	Outstanding	
2	Sends Sales approved purchase requests to book jobbers through email	10 Purchase Requests	January	June	March	Impressive	Outstanding	
3								
4								
5								
6								
7								

* Either very impressive, impressive, needs improvement, poor, very poor
 ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


 ANDRELI D. PARDALES
 Chief Librarian Dec 9/14

EMPLOYEE DEVELOPMENT PLAN
January to June 2018

Name of Employee: HERMANO, MARIA AGNES P.
Performance Rating:

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: To render overtime during accreditations (RQAT, ISA, AACCCUP) with the
Chief Librarian

Result: Willingly rendered overtime without pay.

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


ANDRELI D. PARDALES
Unit Head