

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINSTRATIVE STAFF (VSU UNIVERSITY LIBRARY)
JANUARY – JUNE 2019**

Name of Administrative Staff: **SHEIRA MAY T. CAMACHO – College Librarian I**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.58	4.58 X .70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	4.88 X .30%	1.46
TOTAL NUMERICAL RATING			4.67

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.67

ADJECTIVAL RATING: **"O"**

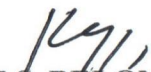
Prepared by:

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 January to June 2019.

SHEIRA MAY T. CAMACHO
Ratee

Approved:

ANDRELI D. PARDALES
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2019 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 2 HIGHER EDUCATION SERVICES										
LIBMFO 1	Student Management Services	PI 1 Number of student assistant/s supervised at the Serials Unit	Student Management Services	1 Student Assistant	1 Student Assistant	4.5	4.5	4.5	4.5	
UMFO 4 EXTENSION SERVICES										
LIB MFO 2	Research and Extension Services	PI 2 Number of Annals of Tropical Research (ATR) sent to Gift and Exchange partners	Research and Extension Services	40 ATRs						(on Sick Leave from December 11, 2018 to February 11, 2019 and on Maternity Leave from March 8 to May 8, 2019)
		PI 2 Percentage of accomplishment for Gift & Exchange communication	Research and Extension Services	100% accomplished						
UMFO 5 SUPPORT TO OPERATIONS										
LIB MFO 3	Technical Services	PI 1 No. of journals, magazines, and newspapers subscriptions processed for renewals	Technical Services	50 journals, magazines						
		A. No. of journals, magazines, and newspapers issues receives, collated, and recorded	Technical Services	20 journals/magazines/newspapers	26 journals/magazines / newspapers	4	4.2	4.2	4.13	
		B. No. of indexes prepared and proofread at the database (journals/magazines/publications)	Technical Services	300 indexes						(on Sick Leave from December 11, 2018 to February 11, 2019 and on Maternity Leave from

		C. No. of newspaper clippings checked and indexed for vertical files	Technical Services	50 clippings						Maternity Leave from March 8 to May 8, 2019)
		PI 2 No. of documents prepared for AACUP, CHED, ISA, ISO, etc. accreditation/requirements	Technical Services	7 documents	7 documents	4.5	4.5	4.5	4.5	
LIB MFO 4	Reader's Services	PI 1 No. of students/researchers catered for reference/information service Frontline Services	Reader's Services	20 researchers	35 researchers	4.5	4.5	4.5	4.83	
LIBMFO 5	Repository Services	PI 1 No. of e-copy of theses/dissertations received	Repository Services	120 e-copies	145 e-copies	4.5	4.5	4.66	4.55	
UMFO 6 - GENERAL ADMINISTRATION AND SUPPORT SERVICES										
LIB MFO 7	Efficient and Customer-friendly Assistance	PI 1 Percentage of efficiency and customer-friendly frontline services	Readers Services	0% complaint from clients served	0% complaint from clients served	5	5	5	5	

Average Rating (Total Over-all rating divided by 6)	27.51	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.58	
ADJECTIVAL RATING	"VS"	

COMMENTS AND RECOMMENDATIONS FOR DEVELOPMENT PURPOSES

To pursue a Masteral degree can be advantageous to her professionally.

Evaluated & Rated by:


ANDRELI D. PARDALES
 Chief Librarian

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

Approved by


BEATRIZ S. BELOÑIAS
 VP - Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019

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.	<u>5</u>	4	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	<u>5</u>	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	<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	<u>5</u>	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	<u>5</u>	4	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. 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	<u>5</u>	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.	<u>5</u>	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.	<u>5</u>	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	<u>5</u>	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	<u>5</u>	4	3	2	1
Total Score					
83 / 17					
Average Score					
4.88					

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head

Exhibit I

PERFORMANCE MONITORING FORM
JANUARY – JUNE 2019


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	Index journal	Journals index	May	June	June	O	O	
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

EMPLOYEE DEVELOPMENT PLAN

January – June 2019

Name of Employee: CAMACHO, SHIERA MAY T.

Performance Rating:

Aim:

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Given a new unit as serials librarian.

Result: Willingly accepted the responsibility with indexed journals, inputted to database with added accomplishment an orientation video.


Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Conforme:


SHEIRA MAY T. CAMACHO
Name of Ratee Faculty / Staff

Prepared by:


ANDREI D. PARDALES
Unit Head