



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **GARRIDO, MARIEL**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.54	70%	3.17
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.5	30%	1.35
TOTAL NUMERICAL RATING			4.52

TOTAL NUMERICAL RATING: 4.52

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.52

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 L. GARRIDO**, of the **OFFICE OF THE CHIEF LIBRARIAN** 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, 2022**.

MARIEL L. GARRIDO

Ratee

Approved:

VICENTE A. GILOS

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OCL STO1: ISO 9001:2015 Aligned documents and complaint processes	PI 1. No. of quality procedures prepared, reviewed and/or revised.	Technical Services	1 quality procedure						July-December 2022
	PI 2. Percentage of 5S implementation at the workplace	Frontline Services	80%	95%	5	5	4	4.67	
OCL STO 3 ARTA aligned compliance and reporting requirements	a. Percentage of citizens/clients satisfied in accordance with the satisfaction survey report	Frontline Services	90% Satisfied	98%	5	5	4	4.67	
	No. of articles authored	Expert Services	1	1	5	5	4	4.67	
	No. of draft made for Library manual revision	Expert Services	1	N/A	N/A	N/A	N/A	N/A	
Technical Services	PI 3. No. of titles of theses, dissertations, manuscripts, etc., acquired	Technical Services	50 titles	60	5	5	4	4.67	
	PI 6. No. of inventory conducted	Technical Services	1 inventory	N/A	N/A	N/A	N/A	N/A	
	PI 8. Number of Computers and/or printers maintained		1 computers and 1 printer	1 Computer and 1 Printer	4	4	4	4	
Reader's Services	PI 1. No. of clients availed the library facilities, services & resources:	Frontline Services							
	a. Printed materials users c. Users of other facilities, services, and resources		50 users 25 users	65 50	5	5	5	5	

	PI 2. No. of online reference queries responded	Frontline Services	50 clients	80	4	5	4	4.33	
Repository Services	PI 1. No. of E-copies of theses/dissertation, field practice reports, etc., manuscripts assessed and printed.								
	a. no. of e-copies of theses/dissertations field practice reports, etc., manuscript assessed	Frontline Services	50	21	5	5	5	5	
	b. No. of printed manuscripts quality reviewed before sent to bindery	Frontline Services	100	694					
Programs/Trainings and Activities	PI 1. Number of activities, meetings, programs attended/assisted/facilitated		2	Same	5	5	4	4.67	
Support to Program and Institutional Accreditation Services	PI 1. Number of sets of Supporting Documents prepared for AACCUP, RQAT, COPC, etc. Survey visits	Librarians	1 sets of documents	1	3	5	4	4	
	PI 2. Number of bibliographies with list of journals prepared	Librarians	3 bibliographies	8	5	4	4	4.33	
Frontline Services	PI. 1 Efficient & customer friendly frontline service: Zero percent complaint from clients served	Frontline Services	0% complaint	0% Complaint	5	5	5	5	
Admin and Facilitative Services	PI 1. Number of unit supervised, monitored and coordinated		1 unit	1	3	5	4	4	
	PI 2. Number of Official documents prepared, issued, acknowledged, authenticated and inspected		250 official documents	322	5	5	4	4.67	

4) Average Rating (Total Over-all rating divided by		63.68
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.54
ADJECTIVAL RATING		"VS"

Comments & Recommendations for Development Purpose:

I suggest for her to start conducting her research so she can finish her MSLIS on time.

Evaluated & Rated by:


VICENTE A. GILOS
Dept/Unit Head

Date: _____

Approved by:


DR. ALELI A. VILLOCINO
VP-Student Affairs and Services

Date: AUG 03, 2022

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	60	January 3, 2022	June 30, 2022	June 30, 2022	impressive	Very satisfactory	
2	Collects, prepares and compiles supporting documents for Parameter D, of Area VII for AACCUP	1 parameter Completed	January 3, 2022	June 30, 2022	June 30, 2022	Very impressive	Outstanding	
3	Prepares and produce bibliographies for the programs under AACCUP	8	January 3, 2022	June 30, 2022	June 30, 2022	Very impressive	Outstanding	
4	Assesses manuscripts submitted by Students	60	January 3, 2022	June 30, 2022	June 30, 2022	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 2022

Name of Staff: GARRIDO, MARIEL

Position: COLLEGE LIBRARIAN I

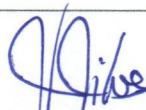
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	5	<u>4</u>	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	<u>4</u>	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	5	<u>4</u>	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		54				
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						
Average Score		4.5				

Overall recommendation : _____



VICENTE A. GILOS

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mariel L. Garrido

Performance Rating: _____

Aim:

Proposed Interventions to Improve Performance:

Date: January 2022 Target Date: June 2022

First Step:

Constantly giving her encouragement in pursuing her thesis

Result:

Date: January 2022 Target Date: June 2022

Next Step:

Outcome: _____

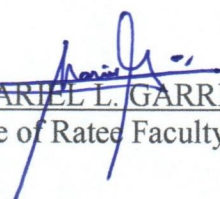
Final Step/Recommendation:

I am encouraging her to apply for a university thesis grant and also requesting for a flexi-time schedule.

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


MARIEL L. GARRIDO
Name of Ratee Faculty/Staff