



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **MERCEDES V. FORNES**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	3.91	70%	2.74
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.42	30%	1.03
TOTAL NUMERICAL RATING			3.76

TOTAL NUMERICAL RATING: 3.76

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 3.76

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

JANSEL JOIC. VILLAS
Administrative Aide IV

Reviewed by:

VICENTE A. GILOS
Chief Librarian


Approved:


ALELI A. VILLOCINO
Vice President for SAS



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MERCEDES V. FORNES**, of the **University Learning Commons (Library)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to June 2024**.


MERCEDES V. FORNES
 Ratee
 23 JUL 2024


Approved: 
VICENTE A. GILOS
 Head of Unit
 25 JUL 2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target January - December 2024	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1. WORLD CLASS EDUCATION									
VSAS MFO 1.1 Efficient and Effective Library Services									
LS 2 Technical Services	PI 1.1 No. of library resources accessioned and processed.	Records the resources in the accession book, stamped w/ property name & cover with acetate.	200 volumes	458 volumes	4	4	5	4.33	
	PI 1.2 No. of books and theses painted and labeled (spine label)	Provides call number, labels, and color codes.	600 volumes	507 volumes	4	4	4	4	
	PI 1.5 No. of library materials repaired (minor repairs)	Minor repairs of books and replacement of accessories.	100 volumes	359 volumes	4	4	3	3.67	
LS 3 Readers Services	PI 1.1 No. of hours rendered on special duties	Reports to special duties during flexi time schedules.	100 hours	82 hours	4	4	3	3.67	
LS 5 Programs/Trainings and Activities	PI 1. No. of activities, meetings, programs attended.	Attends meetings and activities.	2 activities, meetings, etc.	6 activities, meetings, etc.	5	4	4	4.33	
	PI 2. No. of trainings/ webinars attended.	Attends trainings..	2 trainings	1 training	3	3	3	3	

[illegible]

Average Rating (Total Over-all rating divided by 11)	3.91		Comments and Recommendations for Development Purpose: Mercedes has shown proficiency in handling routine tasks; however, there have been frequent instances of resistance to feedback and difficulty in adapting to new procedures. Seek mentorship or coaching to gain insights into professional behavior and to develop a more positive and cooperative attitude in the workplace.
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING	3.91		
ADJECTIVAL RATING	VS		

Evaluated & Rated by:


VICENTE A. GILOS
Dept./Unit Head
Date: 25 JUL 2024

Approved by:


ALELI A. VILLOCINO
VP for Student Affairs and Services
Date: JUL 25 2024

PERFORMANCE MONITORING FORM

Name of Employee: **MERCEDES V. FORNES**

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	Accession books	100	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	
2	Does the mechanical processing books	100	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	
3	Prepares shelf list cards	100	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Impressive	Very Satisfactory	

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

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

Prepared by

**VICENTE A. GILOS**
Chief Librarian

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MERCEDES V. FORNES**
Performance Rating: **JANUARY - JUNE 2024**

Aim: _____

Proposed Interventions to Improve Performance:

Date: **JANUARY 2024** Target Date: **JUNE 2024**

First Step: Consider sending her to seminars related to proper decorum and attitude in a workplace.

Result:


Date: **JULY 2024** Target Date: **DECEMBER 2024**

Next Step: Schedule regular one-on-one meetings with her immediate supervisor to discuss any challenges or concerns and to seek guidance on how to address them constructively.

Outcome: _____

Final Step/Recommendation:

Prepared by:


VICENTE A. GILOS
Chief Librarian

Conforme:


MERCEDES V. FORNES



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY-JUNE 2024**

Name of Staff: **MERCEDES V. FORNES**

Position: **ADMINISTRATIVE AIDE III**

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 (<i>both for subordinates and supervisors</i>)		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	41				
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					
Average Score	3.42				
Overall recommendation:					


VICENTE A. GILOS
 Immediate Supervisor