



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

January to June 2020

Annex P

Name of Administrative Staff: **SHEIRA MAY T. CAMACHO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.47	30%	1.34
TOTAL NUMERICAL RATING			4.67

TOTAL NUMERICAL RATING: 4.67
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.67

ADJECTIVAL RATING: _____ **"O"**

Prepared by:


SHEIRA MAY T. CAMACHO
Name of Staff

Reviewed by:


VICENTE A. GILOS
Department/Office Head

Recommending Approval:

N/A
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for 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 2020.

Sheira May T. Camacho
SHEIRA MAY T. CAMACHO
Ratee

Approved: *Vicente A. Giolos*
VICENTE A. GILOS
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2020 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	5	4	5	4.66	
UMFO 4 EXTENSION SERVICES										
LIBMFO 2	Expert Services	PI 1 Number of free e-books/e-journals found, verified, downloaded and provided to library stakeholders during COVID-19 period	Expert Services	300 eBooks	435 eBooks	5	4.5	5	4.83	APRIL-JUNE only
	Research and Extension Services	PI 2 Number of Annals of Tropical Research (ATR) sent to Gift and Exchange partners	Research and Extension Services	53 ATRs	53 ATRS	5	4	5	4.66	
		PI 2 Percentage of accomplishment for Gift & Exchange communication	Research and Extension Services	100% accomplished	100% accomplished	5	5	5	5	
UMFO 5 SUPPORT TO OPERATIONS										
LIB MFO 3	Technical Services	PI 1 No. of journals, magazines, and newspapers subscriptions processed for renewals	Technical Services	40 journals, magazines, newspaper	40 journals, magazines, newspapers	4	5	5	4.66	
		A. No. of journals, magazines, and newspapers issues receives, collated, and recorded	Technical Services	190 journals/magazines	193 journals/magazines	4	4.5	5	4.5	
		B. No. of indexes prepared and proofread at the database (journals/magazines/publications)	Technical Services	350 indexes	682 indexes	5	5	5	5	
		PI 2 No. of documents prepared for AACUP, CHED, ISA, ISO, etc.	Technical Services	2 documents	5 documents	5	5	5	5	

		accreditation/requirements								
		PI 3 No. of Hours spent for inventory and maintenance of resources.	Technical Services	80 Hours	80 hours	4	4.5	5	4.5	
LIB MFO 4	Reader's Services	PI 1 No. of students, faculty, staff & researchers availed the Library facilities, services & resources	Reader's Services	150 researchers	158 researchers	4	4.5	5	4.83	
LIBMFO 5	Repository Services	PI 1 No. of e-copy of theses/dissertations received	Repository Services	100 e-copies	72 e-copies	5	4	4.5	4.5	
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 12)	57.14	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.76	
ADJECTIVAL RATING	"O"	

COMMENTS AND RECOMMENDATIONS FOR DEVELOPMENT PURPOSES :

She needs to update professionally. A masteral degree is highly recommended to maximize her potential as a good librarian

Evaluated & Rated by:

VICENTE A. GILOS
Chief Librarian

Approved by:

BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

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

PERFORMANCE MONITORING FORM

January – June 2020


Name of Employee: SHEIRA MAY T. CAMACHO

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	Innovate and creative/New services which is appropriate during COVID 19 - Pandemic			June	June	VS	VS	
2	Accelerating indexing and to integrated to DLM			June	June	VS	VS	
3								
4								
5								
6								

* 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 to June 2020**

Name of Staff: **SHERIA MAY T. CAMACHO**

Position: **College Librarian - II**

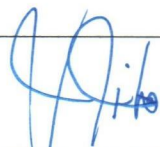
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		76 / 17				
Average Score		4.47				

Overall recommendation :


VICENTE A. GILOS
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

January to June 2020

Name of Employee: SHEIRA MAY T. CAMACHO

Performance Rating: _____

Aim: To participate seminar and trainings related to library operation.
To train her to effectively supervise the library's reader services.

Proposed Interventions to Improve Performance:

Date: January 2020

Target Date: June 2020

First Step:

Looking for seminar invitations and encourage to attend.

Result:

Due to COVID 19 - Pandemic she attended to Webinars. The webinar she attended were very helpful providing services during in the COVID 19 - Pandemic.

Date: _____ Target Date: _____

Next Step:

She was tasked to plan and implement new services during this pandemic.

Outcome: Digital Resource Delivery Services was developed with the aid of google forms and she successfully responded online reference queries.

Final Step/Recommendation:

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


SHEIRA MAY T. CAMACHO
Name of Ratee Faculty/Staff