



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

January to June 2020

Annex P

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 | 4.59 | 4.59 X 70% | 3.21 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.75 | 4.75 X 30% | 1.42 |
| TOTAL NUMERICAL RATING | | | 4.63 |

TOTAL NUMERICAL RATING: **4.63**

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.63**

ADJECTIVAL RATING: **"O"**

Prepared by:

MARIA AGNES P. HERMANO
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, **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 2020.


MARIA AGNES P. HERMANO
Ratee


Approved: 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 5 Support to Operations (STO) | | | | | | | | | | |
| UFMO 6 General Administration and Support Services (GASS) | | | | | | | | | | |
| LIBMFO 7 | 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 | |
| | | | | | | | | | | |
| LIB MFO3 | Technical Services | P1 1. No. of bookshelves inventoried | Technical Work | 2 bookshelves (back to back) | 2 bookshelves (back to back) | 5 | 4 | 5 | 4.62 | |
| | | PI 5 No. of communications /notices / acknowledgement letters for books and other donations | Secretarial Work | 10 communications / notices/ acknowledgement letter | 10 communications / notices/ acknowledgement letter | 4.5 | 4 | 5 | 4.5 | |
| | | PI 6 Number of official documents prepared: Purchase Requests Disbursement Vouchers Leave applications Monthly report of project sales Job requests Inspection Reports with Sales Invoice Number of RIS prepared | " " | 7 P.R 10 Disbursement Vouchers 15 Leave app. 6 Sales report of project sales 5 Job Request 8 Inspection Report 8 RIS prepared | 7 P.R 10 Disbursement Vouchers 19 Leave app. 6 Sales report of project sales 5 Job Request 15 Inspection Report | 4 | 4 | 5 | 4.33 | |

| | | | | | | | | | | |
|-----------|----------------------------|--|---|---|--|-----|---|---|------|--|
| | | | | | 8 RIS prepared | | | | | |
| | | PI 7 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 L | 4.5 | 4 | 5 | 4.33 | |
| | | PI 8 Number of Sales Invoice checked for voucher preparation | " | 8 Sales Invoice | 15 Sales Invoice | 5 | 5 | 5 | 5 | |
| | | PI 9 Number of approved Purchase Requests sent to book jobbers through email for issuance of Sales Invoice | " | 10 PRs | - | | | | | No PRs prepared due to delayed procurement process |
| | | PI 10 Number of books Request for Quotation send through email to the book jobbers | " | 50 books | 105 books | 5 | 5 | 5 | 5 | |
| | | PI 11 Number of PPMP books | " | 40 PPMP books | | | | | | No PRs prepared due to delayed procurement process |
| | | PI 12 Number of Books Pricelist IP to the faculty for recommendation of books | " | 7 pages | 21 pages | 5 | 5 | 5 | 5 | |
| LIB MFO 8 | INCOME GENERATING SERVICES | | | | | | | | | |
| | | PI 2 Number of Official Receipts, Binding Orders and Acknowledgement Receipt issued | " | 200 OR, 200 Binding Order & 200 Acknowledged Receipt | 92 OR, 200 Binding Order & 92 Acknowledged Receipt | 4 | 4 | 5 | 4.33 | |
| | | PI 3 Number of Official Receipts checked, cash counted and remitted to Cash Division | " | 200 Official Receipts checked, cash counted and remitted to Cash Division | 92 Official Receipts checked, cash counted and | 4 | 4 | 5 | 4.33 | Low collection due to |

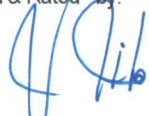
| | | | | | | | | | | |
|--|--|---|---|---|--|---|---|---|------|-------------------|
| | | | | | remitted to Cash Division | | | | | covid 19 pandemic |
| | | P1 4 Number of Official Receipt issued remitted to Cash division everyday / every other day | " | 5 Official Receipt issued & remitted to Cash Division (every other day) | 5 Official Receipt issued & remitted to Cash Division (every sales issue O.R. remitted to Cash Div. immediately) | 4 | 4 | 5 | 4.33 | |
| | | P1 5 Number of Official Receipt issued / remitted to Cash division during dead line of theses (Month of June 2020 only) | " | 200 Official Receipt issued / remitted to Cash Division | 92 Official Receipt issued / remitted to Cash Division | 4 | 4 | 5 | 4.33 | |

| | | |
|--|-------|--|
| Total Over-all Rating | 55.10 | |
| Average Rating (Total Over-all rating divided by 12) | | |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | 4.59 | |
| ADJECTIVAL RATING | "VS" | |

Comments & Recommendations for Development Purpose:

She needs to update her knowledge on record management.

Evaluated & Rated by:

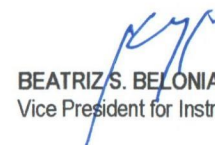


VICENTE A. GILOS

Chief Librarian

Date : _____

Approved by:



BEATRIZ S. BELONIAS

Vice President for Instruction

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2020**

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

Position: **ADMINISTRATIVE AIDE - IV**

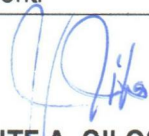
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

| 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 | | 57 / 12 | | | | |
| Average Score | | 4.75 | | | | |

Overall recommendation : Her performance was very satisfactory but she needs to know more about time management.


VICENTE A. GILOS
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

January to June 2020

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

Performance Rating: _____

Aim: To familiarize and be able to use efficiently HRMIS and SPPMIS System

Proposed Interventions to Improve Performance:

Date: January Target Date: June

First Step: Attended the hands-on training of HRMIS and SPPMIS System.

Result:

Date: _____ Target Date: _____

Next Step: Created and Downloaded PPMP and PR using SPPMIS System : Updated her
Personal profile using HRMIS


Outcome: _____

Final Step/Recommendation:

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


MARIA AGNES P. HERMANO
Name of Ratee Faculty/Staff