

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(VSU UNIVERSITY LIBRARY)
July – December 2018**

Name of Administrative Staff: **MARIEL E. LACAMBRA**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.71	4.71 X 70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.75	3.75 X 30%	1.12
TOTAL NUMERICAL RATING			4.41

TOTAL NUMERICAL RATING: **4.41**

Add: Additional Approved Points, if any: _____



TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: **"VS"**


Prepared by:

Reviewed by:


MARIEL E. LACAMBRA
Name of Staff



ANDRELI D. PARDALES
Department/Office Head 

Approved:


BEATRIZ S. BELONIAS
VP - Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIEL E. LACAMBRA, 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 AUGUST to DECEMBER 2018


MARIEL LACAMBRA
Ratee

Approved: 
ANDRELI D. PARDALES
Head of Unit *1/20*

MFO NO.	MFO & Performance Indicators (PI)	Success Indicators	Tasks Assigned	TARGET	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 2 HIGHER EDUCATION SERVICES										
LIBMFO2	STUDENT MANAGEMENT SERVICES	PI 2 No. of student assistant supervised	Frontline Services	5	6	4.5	4.5	4.5	4.5	
UMFO 5 SUPPORT TO OPERATIONS (STO)										
LIBMFO 5	LIBRARY SERVICES	PI 1 Percentage increase in the number of resources acquired and made available to students, faculty, staff and researchers								
		A. No. of hours spent in inventory and housekeeping	Technical Services	80	96	4.5	5	4.5	4.66	
		B. No. of hours spent in shelf reading	Technical Services	10	98	4.5	5	4.5	4.66	
		C. No. of damaged books pulled out for repair	Technical Services	20	20	4	4.5	4.5	4.66	
		D. No. of Borrower's Card processed for clients use	Frontline services	100	100	5	4.5	4.5	4.66	
		E. No. of clients requested password for WiFi connection	Frontline services	1000	2500	5	5	5	5	
		PI 2 Percentage increase in the number of students, faculty, staff & researchers availing of the Library facilities , services & resources								
		A. Number of clienteles assisted/given friendly and accurate information / reference	Frontline services	700	1500	5	5	5	5	

		B. No. of books charged and discharged	Frontline services	800	1000	5	5	4.5	4.83	
		C. No. of book cards filed and withdrawn	Frontline services	1000	1000	5	4.5	4.5	4.66	
		D. No. of clearances checked of accountabilities	Frontline services	20	35	4.5	4.5	4.5	4.5	
		E. No. of BC issued to students & faculty	Frontline services	100	100	5	4.5	4.5	4.5	
		F. Number of students and faculty collected with overdue fines	Frontline services	40	50	4.5	4.5	4.5	4.5	
		G. No. of hours spent at the General & Serials unit during Special Duties	Readers' Services	50	95	4.5	4.5	4.5	4.5	
		PI 3 Number of best practices on students services implemented								
		A. Recall of Paperless and Paper overdue books and fines	Best Practices	0 complaints from clients	0 complaints from clients	5	5	5	5	
UMFO 6 - GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
LIBMFO 2	EFFICIENT AND CUSTOMER FRIENDLY FRONTLINE SERVICE	PI 1 Zero percent complaint from clients served	Frontline Services	0 Complaint from client service	0 complaints from clients	5	5	5	5	

Average Rating (Total Over-all rating divided by 14)	70.68	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.71	
ADJECTIVAL RATING	"O"	

COMMENTS AND RECOMMENDATIONS FOR DEVELOPMENT PURPOSES:
Trainings on cataloguing using LC Seminar and customer service skills.

Evaluated & Rated by:

ANDRELI D. PARDALES
Chief Librarian *che 1/30*

Date: _____

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

Approved by:

BSB
BEATRIZ S. BELONIAS
VP - Instruction

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER 2018

Name of Staff: **MARIEL E. LACAMBRA**

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
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	45 / 12				
Average Score	3.75				

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head *de 1/20*

Exhibit I

PERFORMANCE MONITORING FORM

JULY – DECEMBER 2018


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	To act as officer in charge of the Library	Leadership	Nov. 2018	Dec. 2018	Dec. 2018	VS	VS	
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 *Dec 1/20*

EMPLOYEE DEVELOPMENT PLAN

July – December 2018

Name of Employee: MARIEL E. LACAMBRA

Performance Rating:

Aim: To attend trainings.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Mentored and coached of the processes, rules, policies at the University Library.

Result: Accepted responsibilities and assignments like: document controller for ISO and VSU's sportfest


Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


ANDRELI D. PARDALES
Unit Head 

Conforme:


MARIEL E. LACAMBRA
Name of Ratee Faculty / Staff