

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF (VSU UNIVERSITY LIBRARY)
JANUARY – JUNE 2019**

Name of Administrative Staff: **MARIEL E. LACAMBRA – College Librarian I**

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	4.82	4.82 x 30%	1.44
TOTAL NUMERICAL RATING			4.73

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.73

ADJECTIVAL RATING: **“ O ”**

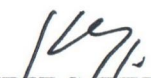
Prepared by:

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 JANUARY to JUNE 2019


MARIEL LACAMBRA
Ratee

Approved:


ANDRELI D. PARDALES
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Persons Responsible	TARGET	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 2 HIGHER EDUCATION SERVICES										
LIBMF O1	STUDENT MANAGEMENT SERVICES	PI 2 No. of student assistant supervised	Frontline Services	3	5	4.5	4.5	5	4.66	
UMFO 4 EXTENSION SERVICES										
LIBMF O2	EXPERT SERVICES	PI 2 No. of On the Job Trainees trained	Extension Services	10	27	4.5	4.5	5	4.66	
UMFO 5 SUPPORT TO OPERATIONS (STO)										
LIBMF O3	TECHNICAL SERVICES	PI 2 No. of documents prepared for AACUP, CHED, ISA, ISO, etc. accreditations/requirements	Frontline Services	2 documents	6	4.5	4.5	5	4.66	
LIBMF O4	READER'S SERVICES	PI 1 No. of students, faculty, staff & researchers availed the Library facilities, services & resources								
		A. No. of hours spent in shelf reading	Technical Services	10 hours	20	4.5	4.5	5	4.66	
		B. No. of damaged books pulled out for repair	Technical Services	10 books	44	4.5	4.5	5	4.66	
		C. No. of Borrower's Card processed for clients use	Frontline services	50 Borrower's card	100	4.66	4.66	5	4.77	
		D. No. of clients requested password for Wi-Fi connection	Frontline services	1000 clients	2000	4.83	5	5	4.94	
		E. Number of clienteles assisted/given friendly and accurate information / reference	Frontline services	1000 clients	1500	4.83	5	5	4.94	


		F. No. of books charged and discharged	Frontline services	500 books	800	4.83	5	5	4.94	
		G. No. of book cards filed and withdrawn	Frontline services	500 books card	800	4.5	5	5	4.83	
		H. No. of clearances checked of accountabilities	Frontline services	100 clearance	100	4.5	4.5	4.5	4.5	
		I. No. of ID validated	Frontline services	100 ID	200	4.5	4.5	4.5	4.5	
		J. No. of BC issued to students & faculty	Frontline services	50 Borrower's Card	50	4.5	4.5	4.5	4.5	
		K. Number of students and faculty collected with overdue fines	Frontline services	10 Faculty and students	15	4.5	4.5	5	4.66	
		L. No. of hours spent during Special Duties	Readers' Services	50 hours	96	4.5	4.5	5	4.66	
		M. No. of Laptop registry	Frontline services	10 Laptop	18	4.5	4.5	5	4.66	
LIBMF O 5	REPOSITORY SERVICES	PI 1 No. of E-copy of theses/dissertation received	Technical services	50 E-copy	129	4.5	4.5	5	4.66	
UMFO 6 - GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
LIBMF O 7	EFFICIENT AND CUSTOMER FRIENDLY ASSISTANCE	PI 1 Percentage of efficiency and customer-friendly frontline services	Frontline Services	0 Complaint from client service	0 Complaint from client service	5	5	5	5	

Average Rating (Total Over-all rating divided by 18)	84.86	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.71	
ADJECTIVAL RATING	"O"	


COMMENTS AND RECOMMENDATIONS FOR DEVELOPMENT PURPOSES

She may continue with her MSLIS schooling every weekend to qualify for a higher position.

Evaluated and Rated by:


ANDRELI D. PARDALES
 Date: _____

Approved by:


BEATRIZ S. BELONIAS
 Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019

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.	<u>5</u>	4	3	2	1
2. Makes self-available to clients even beyond official time	<u>5</u>	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	<u>5</u>	4	3	2	1
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	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	<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.	<u>5</u>	4	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	<u>5</u>	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	<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					
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	<u>4</u>	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	<u>4</u>	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.	<u>5</u>	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	<u>5</u>	4	3	2	1
Total Score					
82 / 17					
Average Score					
4.82					

Overall recommendation : _____



ANDRELI D. PARDALES
 Chief Librarian

Exhibit I

PERFORMANCE MONITORING FORM

January – June 2019


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	Number of books charges checked in	Books charged/checked in	Jan. 4	June	June	VS	VS	VS
2	Number of records retrieved from DLM	Retrieved DLM records	Jan 4	June	June	VS	VS	VS
3	Number of clients assisted	Clients assisted	Jan. 4	June	June	VS	VS	VS
4								

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

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

Prepared by:


ANDRELI D. PARDALES
 Chief Librarian

EMPLOYEE DEVELOPMENT PLAN

January – June 2019

Name of Employee: MARIEL E. LACAMBRA

Performance Rating:

Aim: To pursue MSLIS

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Encouraged to pursue her MSLIS

Result: Enrolled subjects leading to MSLIS in a university in Cebu City.

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Conforme:


MARIEL E. LACAMBRA
Name of Rate Faculty / Staff

Prepared by:


ANDRELI D. PARDALES
Unit Head