



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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	4.14	70%	2.90
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	30%	1.43
TOTAL NUMERICAL RATING			4.33

TOTAL NUMERICAL RATING: 4.33

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.33

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

JANSEL JOI C. 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, **SHEIRA MAY T. CAMACHO**, of **UNIVERSITY LEARNING COMMONS (LIBRARY)** commits to deliver and agrees to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to February 2024**.

S. Camacho
SHEIRA MAY T. CAMACHO
 Ratee
23 JUL 2024

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

MFO NO.	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 2. No. of Periodical Titles subscribed/ renewed	Periodical Collection Management	22 Journals	4	5	5	4	4.67	On Study Leave: March 2024-Feb.2025
		P 3. Number of titles of theses, dissertations, manuscripts, etc. acquired, processed and catalogued	Cataloging and Classification	100 titles	-					
		PI 4. Number of online databases subscribed	Online Resource Management	1 database	2	4	5	5	4.67	
		PI 6. No. of articles indexed and/or abstracted	Abstract and Indexing	100 articles	-					
		PI 7. Inventory conducted	Inventory of Library resources	95%	-					
		PI 8. Number of Website/ Interactive social media Pages maintained	Social Media Engagement	1 Website/ social media page maintained	1	3	3	3	3	
		PI 9. Number of IT equipment maintained	IT Resource Management	1 unit	3	4	4	4	4	

LS 3	Reader's Services	PI 1 No. of patrons served in terms of	Reference Service			4	5	5	4.67	On Study Leave: March 2024-Feb.2025
		a. Printed Materials		150 users	75					
		b. IT, Online resources		100 users	45					
		c. Spaces		150 users	25					
		PI 2. No. of queries responded	Reference Service	20 reference queries	15	4	4	5	4.33	
		PI 3. Number of acquired special collection provided with acknowledgement	Archiving	12 titles of materials for special collection	-					
		Plans, implemented and supervised the ULC Centennial Celebration Exhibit			100% attained	5	5	5	5	
		Coordinate with relevant offices to achieve at least 90% collection rate of archives and other materials necessary for the VSU Centennial Exhibition			100%	5	5	5	5	
		Completion of the Centennial Celebration Exhibit Launching in coordination with CAC			100%	5	5	5	5	
LS 5	Programs/ Trainings and Activities	PI 1. Number of activities, programs attended/ assisted/facilitated	Library engagement	12 activities etc.	4	5	5	4	4.67	
		PI 2. Number of trainings/webinars attended/facilitated	Professional Development	2 trainings	4	5	5	5	5	
VSAS MFO 1.3 Linkages forged and maintained										
	Linkages	PI 1. No. of linkages with external agencies maintained for the exchange of publications	Linkages	58 Linkages	58	5	4	4	4.33	On Study Leave: March 2024-Feb.2025
UMFO 2. General Administration and Support Services										
OVPSAS STO 2.3 Percentage of clients served that rated the services rendered at least very satisfactory or higher										

	Frontline Services	PI 1. Efficient & customer-friendly frontline service: Zero percent of complaints from clients served	Customer Service	0% Complaint	0%	5	5	5	5	On Study Leave: March 2024-Feb.2025
OVPSAS STO 2.4 Percentage of Administrative services and Financial/ Administrative documents acted within time frame										
		PI 1. Number of units supervised, monitored, and coordinated efficiently.	Supervision	2 units	3	5	5	4	4.67	On Study Leave: March 2024-Feb.2025
		PI 5. Number of PPMP/PR prepared, signed and submitted	Procurement Preparation	4 PPMPs/PRs	4	5	5	4	4.67	
	Student Assistantship Management Services	PI 1. No. of students' interview, employed and on boarded for their responsibilities	Student Assistant Recruitment and Onboarding	10 student assistants	12	5	5	5	5	On Study Leave: March 2024-Feb.2025
OVPSAS STO 2.12 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit										
		PI 1. Percentage of 5S implementation at the workplace	All library staff	95%	98%	5	5	5	5	On Study Leave: March 2024-Feb.2025
Total Overall Rating		78.68								
Average Rating		4.14								
Adjectival Rating		VS								

Average Rating (Total Over-all rating divided by 19)	4.14	Comments & Recommendations for Development Purposes: She has the potential to lead the team in the future, but she needs to understand that not all of her aspirations can be achieved, and some may not be realized within the timeframe she experts. It's important for her to develop patience and accept that not everything will unfold exactly as she envisions.
Additional Points:		
Punctuality		
Approved Additional Points (with copy of approval)		
FINAL RATING	4.14	
ADJECTIVAL RATING	VS	

Evaluated & rated by:



VICENTE A. GILOS

Dept/ Unit Head

Date: 25 JUL 2024

Approved by:



ALELI A. VILLOCINO

VP – Student Affairs and Service

Date: JUL 25 2024

PERFORMANCE MONITORING FORM

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	Answers reference queries of students, faculty, staff and other researchers	10	Jan 2, 2024	Jun 28, 2024	Feb 29, 2024	Very Impressive	Very Satisfactory	
2	Does the hiring process of Student Assistants like interviewing, screening, and providing instructions and orientation	5	Jan 2, 2024	Jun 28, 2024	Feb 29, 2024	Very Impressive	Very Satisfactory	
3	Serves as focal person with other SUCs and agencies on collaboration initiatives	1	Jan 2, 2024	Jun 28, 2024	Feb 29, 2024	Very Impressive	Very Satisfactory	
4	Prepares PPMP/PR for the subscription of data base online journals	2	Jan 2, 2024	Jun 28, 2024	Feb 29, 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: **SHEIRA MAY T. CAMACHO**
Performance Rating: **JANUARY - JUNE 2024**

Aim: _____

Proposed Interventions to Improve Performance:

Date: **JANUARY 2024** Target Date: **MARCH 2024**

First Step: Encouraging her to continue her learning journey with additional workshops and seminars that complement her studies


Result: _____

Date: _____ Target Date: _____
Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


VICENTE A. GILOS
Chief Librarian

Conforme:


SHEIRA MAY T. CAMACHO



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY- FEBRUARY 2024**

Name of Staff: **SHEIRA MAY T. CAMACHO** Position: **COLLEGE LIBRARIAN II**

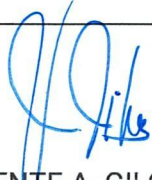
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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
Score		Total 57				
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		24				
Average Score		4.76				
Overall recommendation:						


VICENTE A. GILOS
 Immediate Supervisor

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
 Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.