



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: CAMACHO, SHEIRA MAY T.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.57	70%	3.19
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.7	30%	1.41
TOTAL NUMERICAL RATING			4.6

TOTAL NUMERICAL RATING: 4.6

Add: Additional Approved Points, if any:


TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.6

ADJECTIVAL RATING: "O"

Prepared by:

Reviewed by:


CRISILDA MARIE C. ROBLE
Name of Staff


VICENTE A. GILOS
Department/Office Head

Approved:


ALELI A. VILLOCINO
Vice President – Students Affairs
And Services

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 2021.

smcamacho
SHEIRA MAY T. CAMACHO
Ratee

Approved:

V. A. Gilos
VICENTE A. GILOS
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2021 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
OCLMFO 1	Student Management Services	PI 1 Number of student assistant/s supervised at the Serials Unit	Student Management Services	1 Student Assistant	N/A					
	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	No received published ATR as of the moment					
OCLMFO 3	Technical Services	PI 1 No. of serials subscriptions processed for renewals	Technical Services	33 serials	26 serials	5	4	4	4.33	6 publishers ceased publication due to COVID-19
		a. Number of PPMPs prepared	Technical Services	1 PPMP	1 PPMP	5	4	4	4.33	
		b. Number of PRs prepared	Technical Services	1PR	1PR	5	4	4	4.33	
		c. No. serials issues received, collated, and recorded	Technical Services	200 serials	208 serials	5	4	4	4.33	
		PI 2 No. of titles of theses, dissertations manuscripts, etc. received	Technical Services	100 manuscripts	162 manuscripts	5	5	4	4.67	
		PI 4 No. of documents prepared for AACUP, CHED, ISA, ISO, etc. accreditation/requirements	Technical Services	5 documents	27 documents	5	5	5	5	
		PI 5 No. of e-theses/e-dissertations, field practice reports assessed and printed.	Technical Services	100 assessment forms	162 assessment forms	4	5	5	4.67	
		PI 7 No. of journal articles indexed	Technical Services	150 journal articles	75 journal articles	5	5	5	5	
		PI 8 No. of Hours spent for inventory, shelf reading and shelving	Technical Services	80 Hours	scheduled on July	N/A	N/A	N/A	N/A	
		PI 10 No. of newsletter articles written	Technical Services	1 article	1 article	5	4	4	4.33	

OCLMFO 4	Reference and Reader's Services	PI 1 No. of students, faculty, staff & researchers availed the Library facilities, services & resources a. Printed materials users b. On-line resources users	Reader's Services			5	5	5	5	
				50 researchers	85 researchers					
		PI 2 No. of students, faculty, staff and researchers online reference queries responded	Reader's Services	125 researchers	138 researchers	5	5	5	5	
		PI 4 No. of Fliers and Infographic produced	Reader's Services	2 Fliers and Infographics	2 Fliers and Infographics	4	5	5	4.67	
OCLMFO 5	Repository Services	PI 2 No. of linkages with external agencies maintained or newly established, ie. Exchange partners	Repository Services	58 Exchange Partners	58 Exchange Partners	4	4	4	4	
OCLMFO 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	4	5	4.33	

Average Rating (Total Over-all rating divided by 4)	63.99	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.57	
ADJECTIVAL RATING	"VS"	

COMMENTS AND RECOMMENDATIONS FOR DEVELOPMENT PURPOSES

She enrolled on MSLS which is highly commendable. Now, she has to learn to manage her time judiciously.

Evaluated & Rated by:

VICENTE A. GILOS
Chief Librarian

Approved by:

ALELI A. VILLOCINO
VP – Students Affairs & Services

Date: _____

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

PERFORMANCE MONITORING FORM


Name of Employee: Camacho, Sheira May T.

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	125 library patrons	January 4, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
2	Collects, prepares and compiles supporting documents for Parameter E and G, of Area VII for AACCUP	2 parameters Completed	February 2021	April 16, 2021	April 14, 2021	Very impressive	Outstanding	
3	Prepares and produce bibliographies for the programs under AACCUP Survey and CHED-RQAT/COPC	5 bibliographies	February 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
4	Prepares supporting Documents for CHED-RQAT/COPC	22 documents	February 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	

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

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

Prepared by:


VICENTE A. GIROS
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2021

Name of Staff: CAMACHO, SHEIRA MAY T.

Position: College Librarian I

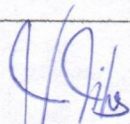
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	5	<u>4</u>	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.	5	<u>4</u>	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	<u>4</u>	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		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	<u>5</u>	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.	<u>5</u>	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.	<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	<u>4</u>	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	<u>4</u>	3	2	1	
Total Score		80/17				
Average Score		4.7				

Overall recommendation :



VICENTE A. GILOS
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Sheira May T. Camacho

Performance Rating: _____

Aim: To pursue MSLIS

Proposed Interventions to Improve Performance:

Date: Jan 2021 Target Date: June 2021

First Step: Encouraged to pursue her MSLIS

Result: Maintain enthusiasm to finish her MSLIS in a university in Cebu City.

Date: _____ Target Date: _____

Next Step: Willingness to do flexible time so that her leave credits will not be affected.

Outcome: _____

Final Step/Recommendation:

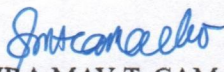
Prepared by:



VICENTE A. GILOS

Unit Head

Conforme:



SHEIRA MAY T. CAMACHO

Name of Ratee Faculty/Staff