



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	4.71	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.6	30%	1.38
TOTAL NUMERICAL RATING			4.68

TOTAL NUMERICAL RATING: 4.68

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.68

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 July to December 2021.


SHEIRA MAY T. CAMACHO
 Ratee

Approved: 
VICENTE A. GILOS
 Head of Unit


MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	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	N/A	N/A	N/A	N/A	Not applicable due to pandemic
	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	53	5	5	4	4.67	To online subscription migration from printed
OCLMFO 3	Technical Services	PI 1 No. of serials subscriptions processed for renewals	Technical Services	33 serials	12	3	4	4	3.67	6 publishers ceased publication due to COVID-19
		a. Number of PPMPs prepared	Technical Services	1 PPMP	1	5	5	4	4.67	
		b. Number of PRs prepared	Technical Services	1PR	1	5	5	4	4.67	
		c. No. serials issues received, collated, and recorded	Technical Services	200 serials	264	5	4	4	4.33	
		PI 2 No. of titles of theses, dissertations manuscripts, etc. received	Technical Services	100 manuscripts	124	5	5	4	4.67	
		PI 4 No. of documents prepared for AACUP, CHED, ISA, ISO, etc. accreditation/requirements	Technical Services	5 documents	12	5	5	5	5	
		PI 5 No. of e-theses/e-dissertations, field practice reports assessed and printed.	Technical Services	100 assessment forms	176	5	5	5	5	
		PI 7 No. of journal articles indexed	Technical Services	150 journal articles	120	5	5	5	5	
		PI 8 No. of Hours spent for inventory, shelf reading and shelving	Technical Services	80 Hours						
		PI 10 No. of newsletter articles written	Technical Services	1 article	1	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	50 researchers	86	5	5	5	5	
		PI 2 No. of students, faculty, staff and researchers online reference queries responded	Reader's Services	125 researchers	145	5	5	5	5	
		PI 4 No. of Fliers and Infographic produced	Reader's Services	2 Fliers and Infographics	10	5	5	5	5	
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	5	5	4	4.67	
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%	5	5	5	5	

Average Rating (Total Over-all rating divided by 4)	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
<u>She is dependable when given additional assignments on top of her tasks. Keep up the good work!</u>

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 FORMName 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	July 4, 2021	December 30, 2021	December 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	July 4, 2021	December 30, 2021	December 30, 2021	Very impressive	Outstanding	
3	Prepares and produce bibliographies for the programs under AACCUP Survey	5 bibliographies	July 4, 2021	December 30, 2021	December 30, 2021	Very impressive	Outstanding	

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

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

Prepared by:


VICENTE A. GILOS
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July-December 2021

Name of Staff: SHEIRA MAY T. CAMACHO

Position: COLLEGE LIBRARIAN I

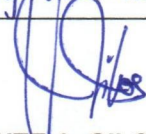
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	5	<u>4</u>	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.	<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	5	<u>4</u>	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		56				
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		23/17				
Average Score		4.6				

Overall recommendation : She did well as a front-liner librarian.


VICENTE A. GILOS
Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Sheira May T. Camacho

Performance Rating: _____

Aim:

Proposed Interventions to Improve Performance:

Date: JULY 2021 Target Date: DECEMBER 2021

First Step:

Pursuing her MSLIS.

Result:

She shows signs of personality improvement.

Her performance as front desk Librarian is improving.


Date: _____ Target Date: _____

Next Step:


Outcome: _____

Final Step/Recommendation: Encouraged her to request for flexi-time rather than using her unused leave credits during her MS class schedules.

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


SHEIRA MAY T. CAMACHO
Name of Ratee Faculty/Staff