COMPUTATION OF FINAL INDIVIDUAL RATING FOR **ADMINISTRATIVE STAFF**January to June 2018

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	4.69	70%	3.28
2.	Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.82 30%		1.14
		4.42		

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	4.42	- -
FINAL NUMERICAL RATING	4.42	
ADJECTIVAL RATING:	<u>" VS"</u>	
Prepared by: SHEIRA MAY T. CAMACHO Name of Staff	Reviewed by:	ANDRELI D. PARDALES Department Office Head the

Approved:

I, SHEIRA MAY T. CAMACHO of the <u>University Library</u> 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 2018

SHEIRA MAY T. CAMACHO

Ratee

Approved:

ANDRELI DIPARDALES
Head of Unit the 9/14

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2018 Target	Actual Accomplishment		R	ating	•	Remark
LIMEO					, too in pholimon,	Q1	E ²	T3	A ⁴	1
UMFO 2	Higher Education	n Services				-			<u> </u>	<u> </u>
LIBMFO2	Student Management Services	P13 Percentage of students who availed of	student assistantship a	t the Library					•	
		P13.1 Number of Student Assistant supervised, given orientation and instruction for duties and responsibilities	Frontline service	1	2	4	4.5	4.5	4.33	
JFMO 5 SU	IPPORT TO OPERATION	ONS (STO)			L		L		<u> </u>	
LIBMFO 5	Library Services	P1 1 Percentage increase in the number of	resources acquired and	made available to stu	idents faculty staff and	d recear	chare			
,	i	P1 1 Number of books catalogued and classified	Technical work	75	80	4	4	4	4	
		P1.3 Number of research papers compiled/sorted/prepared for binding	Technical work	28	30	5	5	4	4.66	
		P1.4 Number of bibliographic data inputted/verified to ILMIS/DLM	Technical work	650	675	5	4.5	5	4.83	
		P1.5 Number of catalog cards sorted/proofread/corrected	Technical work	350	375	5	4.5	5	4.83	
		P1.5 Number of books shelves / re-shelves	Technical work	550	625	5	5	5	5	
·		PI 1.6 Number of books checked for inventory purposes	Technical work	1730	2115	5	5	5	5	
						·			!	1/
	Library Services	P1 2 Percentage increase in the number of	students, faculty, staff &	researchers availing	of the Library facilities,	service	s & reso	urces		
	Reader's Services	P1 2.1 Number of books charged/discharged	Frontline services	550	640	5	5	5	5	

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	T	PI2.2 Number of Borrower's Card		·		· -	T		· · · · · · · · · · · · · · · · · · ·	
•		issued/updated/received for clearance purposes	Frontline services	40	65	4.5	5	5	4.83	
		PI2.3 Number of announcements prepared/posted	Frontline services	15	19	4.5	5		1.00	
		PI2.4 No. of hours spent to conceptualize library display/slideshow	Frontline services	12	. 15	5	1	5	4.83	
,] 3	4.5	4.5	4.66	<u> L. </u>
		PI3.1 Number of freshmen/transferee	<u> </u>	Lligh Cabaal Liberra	18.4.0.4.11.9	T	, 		·	-
		students given orientation on Library policies and procedures	Frontline services	High School Library orientation for Freshmen will be given on August	High School Library orientation for Freshmen will be given on August		•			
		J	<u> </u>			<u> </u>			<u> </u>	
BMF01	Administrative and Facilitative Services					·				
		PI5. Number of unit manned daily (High School Library)	Frontline services	1	1	4	4	4	4	
		PI5.2 Number of hours spent in monitoring the control area	Frontline services	70	72	5	4.5	4.5	4.66	
		PI5.3 Number of clearances checked and signed	Frontline services	450	529	5	5	5	5	
		DIS A Number of DTDs serious days days to				-	.'			
		PI5.4 Number of DTRs reviewed and signed	Frontline services	18	20	4.5	4	4	4.16	
-	Income Generating Services		*.		•					
		PI1.1 Number of students and faculty collected with overdue fines	Frontline services	45	58	5	5	5	5	
BMFO2	Efficient and Customer- friendly Assistance	PI1 Efficient and customer-friendly frontline services	Frontline services	0 complaint	0 complaint	5	5	5	5	
	•	PI1.2 Number of clienteles assisted/given friendly and accurate information / reference	Frontline services	305	425	5	5	5	5	

	REPOSITORY SERVICES	PI9 No. of Theses/dissertation proof-read and received	Technical services	100	172	5	4.5	5	4.83	
Total Over-all Rating		89.28								
Average Ra	ting (Total Over-all rating div	vided by 19)				•				
Additional F	Points:		·		Comments &	Recomme	ndations fo	nr Develo	oment Puro	USB.
Punct	uality				Mrs. C	MM &	Mrs.	has	Zi al	44-4-2
Appro	oved Additional points (with	copy of approval)			his ,	W 901	ethal	at i	Alle	10
FINAL RATI	NG		4.69		ke	at fr	er u	ith,	to per	7
AD IEOTIVA	LOATING		"O"		g ch	C C D I	Cris	•	٠	
ADJECTIVA	L RATING									
Eva	luated & Rated by:	west.	• 	Approved by:						
ANI	DRELI D. PARDALES Chief Librarier	114		BEATRIZ S. BE Vice President	LONIAS for Instruction					
Date	9:		Date:		Date:_					v

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

JEKEORWYNCE WONILOBING EOFW

Name of Employee: SHEIRA MAY T. CAMACHO

Recommendation	Over-all assessment of output**	To TilisuQ *tuqtuO	Actual Date accomplishe b	Expected Date to Accomplish	Date bengiseA	Expected Output	Task Description	Task No.
	gnibnatetuO	Impressive	810S anul	Stos anuc	SO18	250 entries	Inputs and verifies bibliographic data to ILMIS and	I
	gnibnststuO	evisserdml	3102 smt	June 2018	2018 January	400 books charged and discharged	Charges and discharges books at the High School Library	7
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* Either very impressive, impressive, needs improvement, poor, very poor ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

Unit Head

EMPLOYEE DEVELOPMENT PLAN January to June 2018

Name of Employee: Performance Rating:	CAMACHO,	SHIERA MAY 7	Γ.			
Aim: To attend train	ings.					
Proposed Intervention	ns to Improve I	Performance:				
Date:		Target Date:				
First Step: Suggested		•		•	•	
	-					
Result: Willingness reinstate.	to pursue mat	erial studies onc	e the Librarian	on study	leave	will
	•					
Date:	.]	Target Date:				
Next Step:				·		-
					•	
Outcome:						
Final Step/Recommen	dation:					
				-		
		Prepared by:		TON L		
			ANDREI	JID. PAR	J Dale	2

Unit Head