

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Janaury 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
TOTAL NUMERICAL RATING			4.42

TOTAL NUMERICAL RATING: 4.42
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.42

ADJECTIVAL RATING: "VS"

Prepared by: 
SHEIRA MAY T. CAMACHO
Name of Staff

Reviewed by: 
ANDRELI D. PARDALES
Department/Office Head 

Approved: 
BEATRIZ S. BELONIAS
Vice President- Instruction

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 2018

Sheira Camacho
SHEIRA MAY T. CAMACHO
Ratee

Approved:

Andreli D. Pardales
ANDRELI D. PARDALES
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2018 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 2		Higher Education Services								
LIBMFO2	Student Management Services	P13 Percentage of students who availed of student assistantship at 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	
UFMO 5 SUPPORT TO OPERATIONS (STO)										
LIBMFO 5	Library Services	P1 1 Percentage increase in the number of resources acquired and made available to students, faculty, staff and researchers								
		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	
	Library Services	P1 2 Percentage increase in the number of students, faculty, staff & researchers availing of the Library facilities, services & resources								
	Reader's Services	P1 2.1 Number of books charged/discharged	Frontline services	550	640	5	5	5	5	

[illegible]

	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		<div>Comments & Recommendations for Development Purpose:</div> <p><i>Mr. Canacho has to pursue his masteral studies to be at par with the rest of the librarians.</i></p>					
Average Rating (Total Over-all rating divided by 19)										
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING			4.69							
ADJECTIVAL RATING			"O"							

Evaluated & Rated by:

[Signature]
ANDRELI D. PARDALES
 Chief Librarian

Date: _____

Approved by:

[Signature]
BEATRIZ S. BELONIAS
 Vice President for Instruction

Date: _____

Date: _____

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

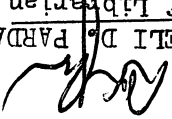
PERFORMANCE MONITORING FORM

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*	Overall assessment of output**	Remarks/Recommendation
1	Inputs and verifies bibliographic data to ILMIS and DLM	250 entries	January 2018	June 2018	June 2018	Impressive	Outstanding	
2	Charges and discharges books at the High School Library	400 books charged and discharged	January 2018	June 2018	June 2018	Impressive	Outstanding	
3								
4								
5								
6								
7								

* Either very impressive, impressive, needs improvement, poor, very poor
 ** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


 ANDRELI D. PARDALES
 Chief Librarian
 No 9/14

Unit Head

EMPLOYEE DEVELOPMENT PLAN

January to June 2018

Name of Employee: CAMACHO, SHIERA MAY T.
Performance Rating:

Aim: To attend trainings.

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Suggested to pursue masteral studies

Result: Willingness to pursue material studies once the Librarian on study leave will reinstate.

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


ANDRELI D. PARDALES
Unit Head