



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MARIEL L. GARRIDO**

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	4.58	30%	1.37
TOTAL NUMERICAL RATING			4.67

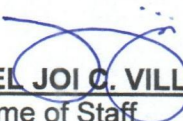
TOTAL NUMERICAL RATING: 4.67

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.67

ADJECTIVAL RATING: "O"

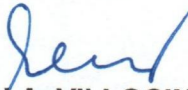
Prepared by: 
JANSEL JOI O. VILLAS
Name of Staff

Reviewed by: 
VICENTE A. GILOS
Department/Office Head

Recommending Approval:

N/A
Dean/Director

Approved:


ALELI A. VILLOCINO
Vice President-Students Affairs
and Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MARIEL L. GARRIDO, of the UNIVERSITY LEARNING COMMONS commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY to JUNE 2023.

MARIEL L. GARRIDO

Ratee

Approved: VICENTE A. GILOS

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
LS STO1: ISO 9001:2015 Aligned documents and complaint processes	PI 1. No. of quality procedures prepared, reviewed and/or revised.	Technical Services	1 quality procedure	-					August 2023
	PI 2. Percentage of 5S implementation at the workplace	Frontline Services	80%	95%	5	4	5	4.67	
LS STO 3 ARTA aligned compliance and reporting requirements	PI 2. Citizen's Charter Compliance: a. Citizen/client satisfaction survey report	Frontline Services	90% Satisfied	98%	5	4	5	4.67	
	No. of articles authored	Expert Services							No assigned article yet
	No. of draft made for Library manual revision	Expert Services	1	2	4	4	5	4.33	
LS1 Technical Services	PI 1. No. of books and ebooks acquired and processed. a. No. of books encoded in DLM		25	36	4	4	5	4.33	
	PI 3. No. of titles of theses, dissertations, manuscripts, etc., acquired and processed. a. No. of manuscripts received and assessed	Technical Services	25	76	5	5	5	5	
	b. No. of manuscripts classified and cataloged		25	41	5	4	5	4.67	
	c. No. of manuscripts encoded in DLM		25	41	5	4	5	4.67	
	PI 7. No. of inventory conducted	Technical	1 inventory						Inventory will

		Services							be done every August.
	PI 9. Number of Computers and/or printers maintained		1 computer and 1 printer	4 computers and 1 printer	4	4	4	4	
LS2 Reader's Services	PI 1. No. of clients availed the library facilities, services & resources:	Frontline Services	250 materials	2,759 materials	5	5	5	5	
	a. Printed materials users								
	b. The use of other facilities and services.		100 users	768 users					
	PI 2. No. of online reference queries responded	Frontline Services	25 clients	89 clients	5	5	5	5	
LS4 Programs/ Trainings and Activities	PI 1. Number of activities, meetings, programs attended/ assisted/facilitated		2	14	5	4	5	4.67	
	PI 2. Number of trainings, webinars attended/ assisted/facilitated		2	4	5	5	5	5	
LS5 Support to Program and Institutional Accreditation Services	PI 1. Number of sets of Supporting Documents prepared for AACUP, RQAT, COPC, etc. Survey visits	Librarians	1 set of documents	3 sets of documents	5	4	5	4.67	
	PI 2. Number of bibliographies prepared	Librarians	2	6 bibliographies	5	4	5	4.67	
LS GASS 1 Frontline Services	PI. 1 Efficient & customer friendly frontline service: Zero percent complaint from clients served	Frontline Services	0% complaint	0% complaint	5	5	5	5	
LS GASS 2 Admin and Facilitative Services	PI 1. Number of Sections supervised, monitored and coordinated		1 unit (Circulation Unit)	1 unit (Circulation Unit)	5	4	5	4.67	
	PI 2. Number of Official documents and receipt prepared, issued, acknowledged, authenticated and inspected		100 official documents	675 official documents	5	5	5	5	
LS GASS 3 Student Assistantship Management Services	PI 1. Number of students who availed the student assistantship at the library.	Librarians	1 assigned SA	2 assigned SAs	5	4	5	4.67	

4) Average Rating (Total Over-all rating divided by 4)	4.71
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.71
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

She is an amazing worker. She exhibited maturity in handling the library patrons and handling difficult situations.

Evaluated & Rated by:

VICENTE A. GILOS

Dept/Unit Head

Date: 7/24/23

Approved by:

DR. ALELI A. VILLOCINO

VP-Student Affairs and Services

Date: _____

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


PERFORMANCE MONITORING FORMName of Employee: **MARIEL L. GARRIDO**

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	Responses to online reference queries	25 clients	Jan 2023	Jan 2023	June 2023	June 30, 2023	Outstanding	
2	Encodes the destiny thesis collections to DLM and each book provided with barcode	25	Jan 2023	Jan 2023	June 2023	June 30, 2023	Outstanding	
3	Assesses manuscript submitted by students	25	Jan 2023	Jan 2023	June 2023	June 30, 2023	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: JANUARY - JUNE 2023

Name of Staff: **MARIEL L. GARRIDO**

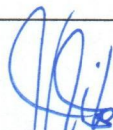
Position: COLLEGE LIBRARIAN I

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.	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

Total Score					55					
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										
Average Score					4.58					
Overall recommendation					:					



VICENTE A. GILOS
Printed Name and Signature
Chief Librarian

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MARIEL L. GARRIDO**

Performance Rating: JANUARY - JUNE 2023

Aim:

Proposed Interventions to Improve Performance:

Date: JANUARY 2023 Target Date: JUNE 2023

First Step:

As a circulation Librarian, an effective communication skill is a must. It is
suggested for her to attend a related topic on this.

Result:

Attended a seminar on Assertive Oral Communication Skills last May 23-26, 2023.

Date: _____ Target Date: _____

Next Step:

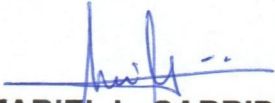
Outcome: _____

Final Step/Recommendation:

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


MARIEL L. GARRIDO
Name of Ratee Faculty/Staff