



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

JULY TO DECEMBER 2019

Annex P

Name of Administrative Staff: **HERMANO, MARIA AGNES P. – ADMINISTRATIVE AIDE - IV**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.68	4.68 X 70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.25	4.25 X 30%	1.27
TOTAL NUMERICAL RATING			4.54

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.54

FINAL NUMERICAL RATING

4.54

ADJECTIVAL RATING:

"VS"

Prepared by:

MARIA AGNES P. HERMANO

Name of Staff

Reviewed by:

ANDRELI D. PARDALES

Department/Office Head

Approved:

BEATRIZ S. BELONIAS
VP - Instruction


Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA AGNES P. HERMANO** 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 2019


MARIA AGNES P. HERMANO
Ratee

Approved: 
ANDRELI D. PARDALES
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2019 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 5 SUPPORT OPERATIONS										
LIBMFO 2	Efficient and Customer-friendly assistance	PI 1 Efficient and customer-friendly frontline service	Secretariat work	O Complaint from client	O Complaint from client	5	5	5	5	
LIB MFO 3	Technical Services	PI 1 No. of communications/notices/ acknowledgement letters for books and other donations	Technical Services	88 Communications / notices/acknowledgement letter	88 Communications / notices/acknowledgment letter	5	5	4.5	4.83	
		PI 2 Number of Official Receipts, Binding Orders and Acknowledgement Receipt issued	Technical Services	450 OR, Binding Order and Acknowledgment Receipt	315 OR, Binding Order and Acknowledgment Receipt	5	4.5	4.5	4.66	
		PI 3 Number of Official Receipts checked, cash counted and remitted to Cash Division	Technical Services	450 Official Receipt	315 Official Receipt	5	4.5	4.5	4.66	
	Library Services	P12 Percentage increase in the number of students, faculty, staff & researchers availing of the Library facilities, services & resources								
	Reader's Services	PI 5. Number of days spent annual inventory of books	Technical Works	3 weeks	-	Did not spent Annual Inventory due to labeling of documents in preparation of ISO Audit this coming February 2020 and preparing the OPCR IPCR Accomplishment July to December 2019				


	Technical Services	PI 6. Prepares daily collection of remittances report	Technical Works	200 Official Receipt remitted	315 Official Receipt remitted	4.5	4.5	5	4.66	
		PI 7. Prepares monthly of Summary Sales, Collections & Remittances	Technical Works	6 Summary Sales, Collections & Remittances	6 Summary Sales, Collections & Remittances	4.5	4.5	4.5	4.5	
		PI 8. Send email a Request of Quotation to the book jobbers	Technical Works	30 books	24 books	5	4.5	4.5	4.66	
UFMO 6 GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
ULIBMF 01	Administrative and Facilitative Services	PI 5.2 Number of official documents prepared: Purchase Requests PPMP Vouchers Leave applications Travel Order Monthly report of project sales Job requests Inspection Reports with Sales Invoice ARE's prepared OPCR prepared IPCR lib staff prepared	" Technical Services	17 PR 17 PPMP 17 Vouchers 36 Leave applications 10 Travel Order 6 Sales report 18 Job Request 8 Inspect. Report 58 ARE's – Books 2 OPCR prepared 12 IPCR lib staff prepared	17 PR 17 PPMP 17 Vouchers 41 Leave applications 10 Travel Order 6 Sales report 20 Job Request 8 Inspect. Report 24 ARE's – Books 2 OPCR prepared 12 IPCR lib staff prepared	4.5	4.5	4.5	4.5	

Total Over-all Rating		
Average Rating (Total Over-all rating divided by 8)	37.47	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.68	
ADJECTIVAL RATING		

Comments & Recommendations for Development Purpose:

She can still improve her electronic archiving if exposed further to trainings related to it.

Evaluated & Rated by:


ANDRELI D. PARDALES
 Chief Librarian

Approved by:


BEATRIZ S. BELONIAS
 VP - Instruction

Date: _____

Date: _____

1 - Quality
 2 - Efficiency

3 - Timeliness
 4 - Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2019

Name of Staff: MARIA AGNES P. HERMANO – ADMIN. AIDE - IV

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	<u>4</u>	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	5	<u>4</u>	3	2	1
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	<u>4</u>	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	5	<u>4</u>	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					
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					
51 / 12					
Average Score					
4.25					

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head

Exhibit I

PERFORMANCE MONITORING FORM
January – June 2019

Name of Employee: HERMANO, MARIA AGNES P.

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	All files ISO ready	ISO ready files	December	December	December	O	O	O
2								
3								
4								

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

Prepared by:


ANDRELI D. PARDALES
Chief Librarian

EMPLOYEE DEVELOPMENT PLAN
JULY - DECEMBER 2019

Name of Employee: HERMANO, MARIA AGNES P.
Performance Rating:

Aim: To apply ISO Standards in all documents

Proposed Interventions to Improve Performance:

Date: _____ Target Date: June

First Step: All office documents at the Chief Librarian’s office were readied for the 2nd stage ISO visit.

Result: Now ISO evaluation – ready.

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:


Conforme:



MARIA AGNES P. HERMANO

Name of Ratee Faculty / Staff

Prepared by:



ANDRELI D. PARDALES

Chief Librarian