



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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	4.79	70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.71	30%	1.41
TOTAL NUMERICAL RATING			4.76

TOTAL NUMERICAL RATING: 4.76


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.76

ADJECTIVAL RATING: "O"

Prepared by:


AIREEN M. DAG-UMAN
Name of Staff 01/04/23


Reviewed by:


VICENTE A. GIROS
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, **SHEIRA MAY T. CAMACHO** of the **OFFICE OF THE CHIEF LIBRARIAN** 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 2022**.

Sheira
SHEIRA MAY T. CAMACHO
Ratee *1/5/2023*

Approved: *1/5/2023*
VICENTE A. GILOS
Head of Unit

MFOs/PAPs	Success Indicators	Tasks Assigned	2022 Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OCL MFO 1: Student Assistantship Management Services	Student Assistantship Management Services	Librarians	2 student Assistants	4 student Assistants	5	5	4	4.67	
OCL STO1: ISO 9001:2015 Aligned documents and complaint processes	PI 2. Percentage of 5S implementation at the workplace	Frontline Services	95%	98	5	4	5	4.67	
OCL STO 3 ARTA aligned compliance and reporting requirements	a. Percentage of citizens/clients satisfied in accordance with the satisfaction survey report	Frontline Services	90% Satisfied	95	5	5	4	4.67	
Technical Services	PI 2. No of Journal Titles Subscribed	Technical Services	5 Online Journals	10	5	5	5	5	
	PI 3. No. of titles of theses, dissertations, manuscripts, etc., acquired	Technical Services	50 titles	280 titles	5	5	5	5	
	PI 5. No. of articles indexed and/or abstracted	Technical Services	100 articles	250 online articles	5	4	5	4.67	
	PI 6. No. of inventory conducted	Technical Services	1	1	5	5	5	5	
	PI 7. Number of Website/Interactive Social Media Page maintained		1	2	5	5	4	4.67	

	PI 8. Number of Computers and/or printers maintained		1	2	5	4	4	4.33	
Reader's Services	PI 1 No. of clients availed the library facilities, services & resources a. Printed materials users b. On-line resources users(CLS) c. The use of other facilities and services (discussion room/ AVRoom)	Frontline Services	50 50 25	358 260 325	5	5	5	5	
	PI 2. No. of online reference queries responded	Frontline Services	100	173	5	5	5	5	
	PI 3 No. of orientation and instruction conducted	Frontline Services	1	2	5	5	5	5	
Programs/Trainings and Activities	PI 1. Number of activities, meetings, programs attended/assisted/facilitated		1	5	5	5	5	5	
	PI 2. Number of trainings/webinars attended/facilitated		1	5	5	5	5	5	
Support to Program and Institutional Accreditation Services	PI 1. Number of sets of Supporting Documents prepared for AACUP, RQAT, COPC, etc. Survey visits	Expert Services	1	3	5	5	4	4.67	
	PI 2. Number of bibliographies with list of journals prepared	Expert Services	2	5	5	5	4	4.67	
Linkages	PI. 1 No. of linkages with external agencies maintained for exchange of publications	Research and Extension Services	28	30	5	4	4	4.33	
Frontline Services	PI. 1 Efficient & customer friendly frontline service: Zero percent complaint from clients served	0% complaint	0% complaint	0% complaint	5	4	5	4.67	
Admin and Facilitative Services	PI 1. Number of Sections supervised, monitored and coordinated		2	3	5	5	5	5	
Total Over-all Rating					91.02				

Average Rating		4.79	
Adjectival Rating		"O"	

Average Rating (Total Over-all rating divided by 19)	4.79	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.79	
ADJECTIVAL RATING	"O"	

COMMENTS AND RECOMMENDATIONS FOR DEVELOPMENT PURPOSES

She always accepted all assigned tasks with enthusiasm. However, whenever things go wrong, she need to learn to face and adjust to the situation positively. Nonetheless, she performed well as Head of Readers' Services.

Evaluated & Rated by:


VICENTE A. GILOS *allos 23*
 Chief Librarian

Approved by:


ALELI A. VILLOCINO
 VP – Students Affairs & Services

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*	Over-all assessment of output**	Remarks/ Recommendation
1	Answers reference queries of students, faculty, staff and other researchers	100 Library patrons	July 2022	December 2022	December 29, 2022	Very impressive	Outstanding	
2	Does the hiring of process of Student Assistants like interviewing, screening and providing instructions and orientation	2 Student Assistants	July 2022	December 2022	September 23, 2022	Very impressive	Outstanding	
3	Serves as focal person with other SUCs	1 MOA	July 2022	December 2022	December 29, 2022	Very impressive	Outstanding	
4	Prepares PPMP/PR for the subscription of data base and online journals	5 online Databases and Journals	July 2022	December 2022	December 29, 2022	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

01/01/23



Instrument for Performance Effectiveness of Administrative Staff

 Rating Period: JULY-DECEMBER 2022

 Name of Staff: SHEIRA MAY T. CAMACHO

 Position: COLLEGE LIBRARIAN II

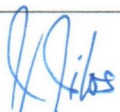
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	<u>5</u>	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	<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.	<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	<u>5</u>	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	<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	<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	<u>5</u>	4	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
Score	Total 57				
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				
Average Score	4.71				

Overall recommendation : _____


VICENTE A. GILOS *01/04/23*
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SHEIRA MAY T. CAMACHO**
Performance Rating: _____

Aim:

Proposed Interventions to Improve Performance:

Date: July 2022 Target Date: July 2022

First Step:

Send her to a seminar which is related to people Management or Supervision

Result:

After the seminar, there were significant changes in her dealings with her subordinate. She knows the importance of effective delegation.

Date: _____ Target Date: _____

Next Step:

Outcome: _____


Final Step/Recommendation:

Prepared by:


VICENTE A. GILOS

Unit Head

Conforme:


SHEIRA MAY T. CAMACHO
Name of Ratee Faculty/Staff