



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: CAMACHO, SHEIRA MAY

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.7	30%	1.41
TOTAL NUMERICAL RATING			4.71

TOTAL NUMERICAL RATING: 4.71

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.71

ADJECTIVAL RATING: "O"


Prepared by:

Reviewed by:


CRISILDA MARIE C. ROBLE
Name of Staff


VICENTE A. GILOS
Department/Office Head

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 **January to June 2022**.

Smtcamacho
SHEIRA MAY T. CAMACHO
 Ratee

Approved: *V. A. Gilos*
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	2	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	5	5	5	
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	12	5	5	5	5	
	PI 3. No. of titles of theses, dissertations, manuscripts, etc., acquired	Technical Services	50 titles	N/A	N/A	N/A	N/A	N/A	Submission of manuscript is scheduled on July 2022.
	PI 5. No. of articles indexed and/or abstracted	Technical Services	100 articles	125	3	4	4	3.67	
	PI 6. No. of inventory conducted	Technical Services	1	N/A	N/A	N/A	N/A	N/A	Inventory is schedules on August

									2022.
	PI 7. Number of Website/Interactive Social Media Page maintained		1	1	4	5	4	4.33	
	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 c. The use of other facilities and services	Frontline Services	50 50 25	74 66 OST 41 Serials	5	5	5	5	
	PI 2. No. of online reference queries responded	Frontline Services	100	Facebook 50 Email 128 128	5	5	5	5	
	PI 3 No. of orientation and instruction conducted	Frontline Services	1	1	5	5	4	4.66	
Programs/Trainings and Activities	PI 1. Number of activities, meetings, programs attended/ assisted/facilitated		1	7	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	5	5	
	PI 2. Number of bibliographies with list of journals prepared	Expert Services	3	9	5	5	5	5	
Linkages	PI. 1 No. of linkages with external agencies maintained for exchange of publications	Research and Extension Services	29	58	5	5	4	4.67	
Frontline Services	PI. 1 Efficient & customer friendly frontline service: Zero percent complaint from clients served	0% complaint	0% complaint	0% complaint	5	5	5	5	
Admin and Facilitative Services	PI 1. Number of Sections supervised, monitored and coordinated		2	2	5	4	4	4.33	

PERFORMANCE MONITORING FORM

Name of Employee: Camacho, Sheira May T.

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	178 library patrons	January 3, 2022	June 30, 2022	June 30, 2022	Very impressive	Outstanding	
2	Collects, prepares and compiles supporting documents for Parameter E and G, of Area VII for AACCUP	2 parameters Completed	January 3, 2022	June 30, 2022	June 30, 2022	Very impressive	Outstanding	
3	Prepares and produce bibliographies for the programs under AACCUP Survey	9 bibliographies	January 3, 2022	June 30, 2022	June 30, 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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2022

Name of Staff: CAMACHO, SHEIRA MAY

Position: COLLEGE LIBRARIAN II

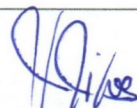
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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

Total Score		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		4.7				

Overall recommendation : _____



VICENTE A. GILOS
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: January 2022 Target Date: June 2022

First Step:

To develop her mastery and expertise in Librarianship, she was subjected to do higher level of tasks like drafting policies and procedures for face-to-face services, create specific plans and targets and allowing her to have them executed and implemented.

Result:

She contributed a lot to the improvement of Library Services.


Date: _____ Target Date: _____

Next Step:

Outcome: _____

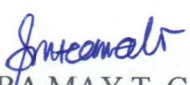
Final Step/Recommendation:

Prepared by:



VICENTE A. GILOS
Unit Head

Conforme:



SHEIRA MAY T. CAMACHO
Name of Ratee Faculty/Staff