



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **FORNES, MERCEDES V.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.44	70%	3.10
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.3	30%	0.99
TOTAL NUMERICAL RATING			4.09

TOTAL NUMERICAL RATING: 4.09

Add: Additional Approved Points, if any:

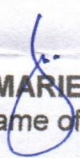
TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.09

ADJECTIVAL RATING: "VS"

Prepared by:

Reviewed by:


CRISILDA MARIE C. ROBLE
Name of Staff


VICENTE A. GILOS
Department/Office Head

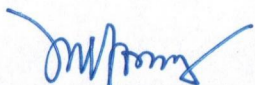
Approved:


ALED A. VILLOCINO
Vice President – Students Affairs
And Services


“Exhibit B”

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, MERCEDES V. FORNES, 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 2021.


MERCEDES V. FORNES
 Ratee

Approved:


VICENTE A. GILOS
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target 2021	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OCLMFO 3 Technical Services	PI 1.2 Number of library materials accessioned	Technical work	200	262	4	4	4	4	
	PI 1.3 Number of books undergone mechanical processing such as putting property seal, covering and putting book accessories/labelling/painting/relabeling	Technical work	250	343	5	4	4	4.33	
	PI 1.4 No. of books provided with shelflist card	Technical work	100	162	5	4	4	4.33	

	PI 3.3 Number of library materials provided with RFID	Technical work	250	282	5	4	5	4.67	
	PI 5.1 Number of documents printed and/or photocopied	Technical work	30	60	5	4	5	4.67	
	PI 8.1 Number of hours spent in doing inventory	Technical work	N/A	N/A	N/A	N/A	N/A	N/A	For the month of August
	P1 8.2 Number of hours spent in doing shelf reading and shelving	Technical work	40	80	5	4	5	4.67	

Average Rating (Total Over-all rating divided by 4)	26.67	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.44	
ADJECTIVAL RATING		

**Comments & Recommendations
for Development Purpose:**

She should learn to adjust and adapt
whatever she is assigned to a new task other
than what she used to.

Evaluated & Rated by:



VICENTE A. GILOS

Dept./Unit Head

Date: _____

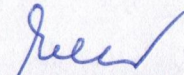
Recommending Approval:

N/A

Dean/Director

Date: _____

Approved by:



ALELI A. VILLOCINO

VP for Student Affairs and Services

Date: _____

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

PERFORMANCE MONITORING FORM

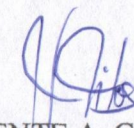
Name of Employee: Fornes, Mercedes V.

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	Accessions books	200	January 2021	June 30, 2021	June 30, 2021	Impressive	Very good	
2	Does the mechanical processing of books	250	January 2021	June 30, 2021	June 30, 2021	Impressive	Very good	
3	Prepares shelf list cards	100	January 2021	June 30, 2021	June 30, 2021	Impressive	Very good	
4	Prints documents needed for accreditations	30	January 2021	June 30, 2021	June 30, 2021	Impressive	Very good	

* 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 2021

Name of Staff: FORNES, MERCEDES M.

Position: ADMIN AIDE III

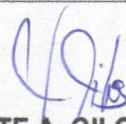
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	4	<u>3</u>	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	4	<u>3</u>	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	<u>3</u>	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	<u>3</u>	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	<u>4</u>	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	<u>3</u>	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	<u>3</u>	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	<u>3</u>	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1
12.	Willing to be trained and developed	5	4	<u>3</u>	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					40/12
Average Score					3.3

Overall recommendation :


VICENTE A. GILOS
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mercedes M. Fornes

Performance Rating: _____

Aim: To enable her to use a variety of computer software that will help her enhance her productivity and skills

Proposed Interventions to Improve Performance:

Date: Jan 2021 Target Date: June 2021

First Step: Assign her at the technical Section to help encode the documents needed for RQA- COPC and AACCUP. She was assigned to print the shelf list cards.

Result: She was engrossed with mechanical processing work, especially attaching RFID to books.

Date: _____ Target Date: _____

Next Step:

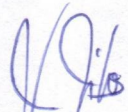
Time management is needed to do other tasks.

Outcome: _____

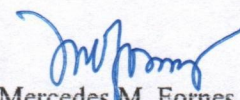
Final Step/Recommendation:

A webinar on Time Management and webinar on basic word processing may be needed for her. Likewise, a webinar on Library materials preservation is recommended for her

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


Mercedes M. Fornes
Name of Ratee Faculty/Staff