



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

January to June 2020

**Annex P**

Name of Administrative Staff: **MARIEL E. LACAMBRA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.35	4.35 X 70%	3.04
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.23	4.23 X 30%	1.26
<b>TOTAL NUMERICAL RATING</b>			<b>4.30</b>

TOTAL NUMERICAL RATING: **4.30**

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING **4.30**

ADJECTIVAL RATING: **"VS"**

Prepared by:

  
**MARIEL E. LACAMBARA**  
Name of Staff

Reviewed by:

  
**VICENTE A. GILOS**  
Department/Office Head

Recommending Approval:

N/A  
Dean/Director

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Instruction

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, MARIEL E. LACAMBRA, 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 2020

MARIEL LACAMBRA

Ratee

Approved:

VICENTE A. GILOS

Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Persons Responsible	TARGET	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 2 HIGHER EDUCATION SERVICES										
LIBMFO1	STUDENT MANAGEMENT SERVICES	PI 2 No. of student assistant supervised	Frontline Services	2	3	5	4	4	4.33	
UMFO 4 EXTENSION SERVICES										
LIBMFO 2	EXPERT SERVICES	PI 1 No. of E-copy of theses/dissertation received	Technical services	10	14	5	4	4	4.33	
UMFO 5 SUPPORT TO OPERATIONS (STO)										
	MFO 1: ISO 9001:2015 aligned documents	PI 1 No. of quality procedures prepared, reviewed and revised								
		A. No. of Forms prepared, reviewed and revised	Frontline Services	3	22	5	5	5	5	
		B. No. of procedure manual prepared, reviewed and revised	Frontline Services	1	10	5	5	5	5	
		C. No. of documents controlled, disseminate	Frontline Services	10	161	5	4	4.5	4.	
		D. No. of documents filed/record	Frontline Services	10	161	5	4	4.5	4.5	
		E. No. of ISO documents submitted to QAC	Frontline Services	2	28	5	5	5	5	

		PI 4 Percentage of 5S implementation at the workplace	Frontline Services	80%	100%	4	4	4	4	
<b>LIBMFO 3</b>	<b>TECHNICAL SERVICES</b>	PI 2 No. of documents prepared for AACUP, CHED, ISA, ISO, etc. accreditations/requirements	Frontline Services	2 documents	5 documents	5	4.5	4.5	4.67	
		PI 3 No. of hours spent for inventory and maintenance of resources.	Technical Services	50 hours	160 hours	4	4.5	4.5	4.33	
<b>LIBMFO 4</b>	<b>READER'S SERVICES</b>	PI 1 No. of students, faculty, staff & researchers availed the Library facilities, services & resources								
		A. No. of hours spent in shelf reading	Technical Services	15 hours	160 hours	4	4.5	3	3.83	
		B. No. of damaged books pulled out for repair	Technical Services	10 books	11 books	4	4	3	3.67	
		C. Number of clientele assisted/given friendly and accurate information / reference	Frontline services	10 clients	55 clients	4	4	5	4.33	
		D. No. of books charged and discharged	Frontline services	10 books	50 books	4	4	5	4.33	
		E. No. of book cards filed and withdrawn	Frontline services	10 book cards	50 book cards	3	5	4	4	
		F. No. of clearances checked of accountabilities	Frontline services	20 clearance	86 clearance	4.5	4.5	5	4.67	
		G. Number of students and faculty collected with overdue fines	Frontline services	5 Faculty and students	10	3.5	4	4	3.83	
<b>UMFO 6 - GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)</b>										
<b>LIBMFO 7</b>	<b>EFFICIENT AND CUSTOMER FRIENDLY ASSISTANCE</b>	PI 1 Percentage of efficiency and customer-friendly frontline services	Frontline Services	0 Complaint from client service	0 complaint	3	5	5	4	


Average Rating (Total Over-all rating divided by 18)	78.32	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.35	
ADJECTIVAL RATING	"VS"	

COMMENTS AND RECOMMENDATIONS FOR DEVELOPMENT PURPOSES

She needs constant mentoring to become a well-rounded librarian

Evaluated and Rated by:

Approved by:



**VICENTE A. GILOS**

Chief Librarian

Date: \_\_\_\_\_

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



**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date: \_\_\_\_\_

**PERFORMANCE MONITORING FORM**


Name of Employee: \_\_\_\_\_

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	Customers assisted and given accurate information			No complaints		VS	VS	She needs to be more sensitive to the needs of the customers.
2								
3								
4								

\* 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 to June 2020**

Name of Staff: **MARIEL E. LACAMBRA**

Position: **College Librarian - I**

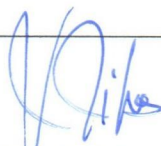
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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

<b>A. Commitment (both for subordinates and supervisors)</b>		<b>Scale</b>				
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
<b>Total Score</b>						

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	72 / 17				
Average Score	4.23				

Overall recommendation :

  
**VICENTE A. GILOS**  
 Printed Name and Signature  
 Head of Office

## EMPLOYEE DEVELOPMENT PLAN

January to June 2020

Name of Employee: **MARIEL E. LACAMBRA**

Performance Rating: \_\_\_\_\_

Aim: To pursue MSLIS

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step:

Encourage to pursue her MSLIS

Result:

Maintained enthusiasm to finish her MSLIS in a University in Cebu City

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

Outcome: Willingness to report extra hours to be able to attend her class in Cebu City.

Final Step/Recommendation:

Prepared by:

  
**VICENTE A. GILOS**  
Unit Head

Conforme:

  
**MARIEL E. LACAMBRA**  
Name of Ratee Faculty/Staff