



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	4.50 X 70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.17	4.17 X 30%	1.25
TOTAL NUMERICAL RATING			4.40

TOTAL NUMERICAL RATING: 4.40


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.40

ADJECTIVAL RATING: "VS"

Prepared by:


MERCEDES V. FORNES
Name of Staff

Reviewed by:


VICENTE A. GILOS
Department/Office Head

Approved:


ALELI A. VILLOCINO
Vice President for Students Affairs &
Services

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 JULY to DECEMBER 2020.


MERCEDES V. FORNES

Ratee

Approved:


VICENTE A. GILOS

Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Technical services	P11.1 No. of books/materials accessioned	Technical work	175	200	5	4	4	4.33	
	P11.2 No. of books/thesis labeled	Technical work	200	215	5	5	4	4.67	
	P11.3 No. of books relabeled	Technical work	210	220	5	5	4	4.67	
	P11.4 No. of books covered w/ plastic acetates	Technical work	195	215	5	5	4	4.67	
	P11.5 No. of index cards encoded & printed	Technical work	190	210	5	5	4	4.67	
	P11.6 No. of RFID provided	Technical work	105	210	5	4	4	4.67	
	P12.1 No. of hrs. spent shelving	Technical services	90	110	5	5	4	4.33	

	books							
	P15.1 No. of documents photocopied	Frontline services	110	120	4	4	4	4
Total Over-all Rating								

Average Rating (Total Over-all rating divided by 8)	36.01	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.50	
ADJECTIVAL RATING	"VS"	

Comments & Recommendations for Development Purpose:

Though often times she was a mody, she completed her assigned tasks on time with very minor error.

Evaluated & Rated by:

VICENTE A. GILOS
Dept/Unit Head

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

Approved by:

ALELI A. VILLOCINO
Vice President

Date: _____

PERFORMANCE MONITORING FORM

July to December 2020


Name of Employee: MERCEDES V. FORNES

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	175 vols. Of books	July 2020	Dec. 2020	Dec. 2020	Impressive	Very Satisfactory	
2	Labels/relabels books	200 vols. Of books	-do-	-do-	-do-	-do-	-do-	
3	Covers books	195 vols. Of books	-od-	-do-	-do-	-do-	-do-	
4	Encodes / prints index cards	190 index cards	-do-	-do-	-do-	-do-	-do-	
5	Provides RFID for books	105 RFIDs	-do-	-do-	-do-	-do-	-do-	
6	Shelves books	90 hrs	-do-	-do-	-do-	-do-	-do-	
7	Photocopies documents	110 docs.	-do-	-do-	-do-	-do-	-do-	

* 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: JULY TO DECEMBER 2020

Name of Staff: MERCEDES V. FORNES

Position: Admin. Aide - III

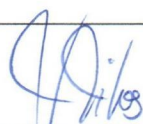
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 (<i>both for subordinates and supervisors</i>)		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	<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.	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	<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	5	<u>4</u>	3	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	3	2	1
Score	Total				
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	50 / 12				
Average Score	4.17				

Overall recommendation : _____


VICENTE A. GILOS
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

July to December 2020

Name of Employee: **MERCEDES V. FORNES**

Performance Rating: _____

Aim: To improve work attitude and increase outputs

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Given the new task to do shelf listing of newly acquired materials.

Result: Technical work outputs increased and quality is good.

Exhibits willingness to be assigned to a new tasks and improved her working attitude.

Date: _____ Target Date: _____

Next Step:

Outcome: _____


Final Step/Recommendation:

She needs to attend a customer service webinar to improve her human relations skills.

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


MERCEDES V. FORNES
Name of Ratee Faculty/Staff