



**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	4.67	4.67 X 70%	3.27
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	4.76 X 30%	1.43
<b>TOTAL NUMERICAL RATING</b>			<b>4.70</b>

TOTAL NUMERICAL RATING: 4.70

Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.70

ADJECTIVAL RATING: "O"

Prepared by:

  
**SHEIRA MAY T. CAMACHO**  
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, Sheira May T. Camacho 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.

  
SHEIRA MAY T. CAMACHO  
Ratee

Approved:

  
VICENTE A. GILOS  
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2020 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										
LIBMFO 1	Student Management Services	PI 1 Number of student assistant/s supervised at the Serials Unit	Student Management Services	N/A	N/A	N/A	N/A	N/A	N/A	
UMFO 5 SUPPORT TO OPERATIONS										
LIB MFO 3	Technical Services	PI 1. A. No. of journals, magazines, and newspapers issues receives, collated, and recorded	Technical Services	190 journals/magazines	127 journals/magazines	5	3	4	4	(Newspaper and other publications ceased printing due to COVID-19)
		B. No. of indexes prepared and proofread at the database (journals/magazines/publications)	Technical Services	310 indexes	350 indexes	5	5	4	4.67	
		PI 2 No. of documents prepared for AACUP, CHED, ISA, ISO, etc. accreditation/requirements	Technical Services	4 documents	6 documents	5	5	4	4.67	
		PI 4 No. of e-theses/e-dissertations, field practice reports, etc. manuscripts assessed and printed.	Technical Services	50 manuscripts	90 manuscripts	5	5	5	5	
LIB MFO 4	Reader's Services	PI 1 No. of students, faculty, staff & researchers availed the Library facilities, services & resources	Reader's Services							
		a. Printed materials users		20 users	35 users	5	5	4	4.67	
		b. On-line resources users		50 users	1054 users	5	5	5	5	
		PI 2 No. of students, faculty, staff and researchers online reference queries	Reader's Services	100 users	136 users	5	5	4	4.67	

		responded								
	<b>Innovations &amp; Best Practices</b>	Pl. 10. Number of new systems/innovations/proposals introduced and implemented	OCL and all unit librarians		2 New systems (FB page & online reference service)	5	5	5	5	
<b>UMFO 6 - GENERAL ADMINISTRATION AND SUPPORT SERVICES</b>										
<b>LIB MFO 7</b>	<b>Efficient and Customer-friendly Assistance</b>	Pl 1 Percentage of efficiency and customer-friendly frontline services	Readers Services	0% complaint from clients served	0% complaint from clients served	5	4	4	4.33	

Average Rating (Total Over-all rating divided by 9 )	42.01	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
<b>FINAL RATING</b>	4.67	
<b>ADJECTIVAL RATING</b>	"O"	

**COMMENTS AND RECOMMENDATIONS FOR DEVELOPMENT PURPOSES**

A well-rounded team mate and a tech savy librarian. She needs to have an MS degree to maximize her potential.

Evaluated & Rated by:

**VICENTE A. GILOS**  
Chief Librarian

Approved by:

**ALELI A. VILLOCINO**  
VP – Students Affairs & Services

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

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



**PERFORMANCE MONITORING FORM**

July to December 2020


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	No. of library users availaeld the library services and resources through online platforms like Facebook, google drive, google forms	50	July 2020	1054	2020	Impressive	Very Satisfactory	She has to explore other means to reach more library users

\* 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: SHEIRA MAY T. CAMACHO

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.**

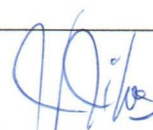
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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

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	5	<u>4</u>	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	<u>5</u>	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	<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	<u>5</u>	4	3	2	1



12. Willing to be trained and developed	<u>5</u>	4	3	2	1
Score	Total				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	79 / 17				
Average Score	4.64				

Overall recommendation : \_\_\_\_\_



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

## EMPLOYEE DEVELOPMENT PLAN

July to December 2020

Name of Employee: SHEIRA MAY T. CAMACHO

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

Aim: To develop her educational qualification

Proposed Interventions to Improve Performance:

Date: July 2021

Target Date: December 2021

First Step: Encouraged her to enrol a MSLIS course through personal expenses or through grants.

Result: She enrolled at CNU for MSLIS online classes.

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

Next Step:

Outcome:

She has to write to the VSU Administrative Scholarship Committee starting her approved enrolment and schedule of classes and any possible proposed schedule of duty arrangements.

Final Step/Recommendation:

Prepared by:

  
**VICENTE A. GILOS**  
Unit Head

Conforme:

  
**SHEIRA MAY T. CAMACHO**  
Name of Ratee Faculty/Staff