



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

**Annex P**

Name of Administrative Staff: **MARIA AGNES P. HERMANO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.59	4.59 X 70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	4.50 X 30%	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.56</b>

TOTAL NUMERICAL RATING: 4.56

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING:                     

FINAL NUMERICAL RATING 4.56

ADJECTIVAL RATING: "VS"

Prepared by:

**MARIA AGNES P. HERMANO**  
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, **MARIA AGNES P. HERMANO** 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

  
**MARIA AGNES P. HERMANO**  
Ratee

Approved:

  
**VICENTE A. GILOS**  
Head of Unit

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 5 SUPPORT OPERATIONS									
Efficient and Customer-friendly assistance	PI 1 Efficient and customer-friendly frontline service	Secretariat work	O Complaint from client	O Complaint from client	4	5	4	4.33	
Technical Services	PI 1 No. of communications/notices/ acknowledgement letters for books and other donations	Technical Services	15 Communications / notices/acknowledgement letter	32 Communications / notices/acknowledgment letter	5	4	5	4.67	
	PI 2 Number of Official Receipts, Binding Orders and Acknowledgement Receipt issued	Technical Services	100 OR, Binding Order and Acknowledgment Receipt	354 OR, Binding Order and Acknowledgment Receipt	5	5	5	5	
	PI 3 Number of Official Receipts checked, cash counted and remitted to Cash Division	Technical Services	100 Official Receipt	354 Official Receipt	5	5	4	4.67	
	PI 4 Prepare IPCR Target July to Dec. and IPCR Accomplishment for July to December 2020 w/ attachments of: Annex O, Exhibit I and Exhibit L	Technical Services	36 IPCR, Target and IPCR Accomplishment for July to December 2020 w/ attachments of : Annex O, Exhibit I and Exhibit L	36 IPCR, Target and IPCR Accomplishment for July to December 2020 w/ attachments of : Annex O, Exhibit I and Exhibit L	5	4	4	4.33	

<b>Library Services</b>	<b>P12 Percentage increase in the number of students, faculty, staff &amp; researchers availing of the Library facilities, services &amp; resources</b>								
<b>Reader's Services</b>	PI 5. Number of days spent annual inventory of books	Technical Works	3 weeks		N/A	N/A	N/A	N/A	<b>Done last June 2020</b>
<b>Technical Services</b>	P1 6. Prepares daily collection of remittances report	Technical Works	100 Official Receipt remitted	354 Official Receipt remitted	4	5	5	4.67	
	PI 7. Prepares monthly of Summary Sales, Collections & Remittances	Technical Works	6 Summary Sales, Collections & Remittances	6 Summary Sales, Collections & Remittances	4	5	5	4.67	
	PI 8. Send email a Request of Quotation to the book jobbers	Technical Works	10 Request of Quotation to the book jobbers	10 Request of Quotation to the book jobbers	5	4	4	4.33	
<b>UFMO 6 GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)</b>									
<b>Administrative and Facilitative Services</b>	PI 5.2 Number of official documents prepared: Purchase Requests PPMP Vouchers Leave applications Daily Sales, Collections & Remittances Monthly report of project sales Job requests Inspection Reports with Sales Invoice  Purchase of office supplies /materials for immediate used		5 PR 5 PPMP 13 Vouchers 25 Leave applications 50 Students/Clients remitted of Daily Sales Collections & Remittances 6 Monthly report of project sales  5 Job Request 15 Inspection Report with Sales Invoice  21 items purchase of office supplies/ materials for immediate used	5 PR 5 PPMP 13 Vouchers 35 Leave applications 50 Students/Clients remitted of Daily Sales Collections & Remittances 6 Monthly report of project sales 5 Job Request 21 Inspection Report with Sales Invoice 21 items purchase of office supplies/ materials for immediate used	5	4	5	4.67	



Total Over-all Rating		
Average Rating (Total Over-all rating divided by 9 )	41.34	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.59	
ADJECTIVAL RATING	"VS"	

Evaluated & Rated by:

VICENTE A. GILOS  
Chief Librarian

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

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

Comments & Recommendations for Development Purpose:

She needs to mentor the younger staff to replace her when she will retire someday. She will be missed since she is a good worker.

Approved by:

ALEJ A. VILLOCINO  
VP - Students Affairs & Services

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

**PERFORMANCE MONITORING FORM**

July to December 2020


Name of Employee: **MARIA AGNES P. HERMANO**

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	Number of official receipt / collection with reports verified and remitted	100	July 2020	Dec. 2020	Dec. 2020	Impressive	Very Satisfactory	
2	Number of official documents prepared	130	July 2020	Dec. 2020	Dec. 2020	Impressive	Very Satisfactory	
3	Number of official communications send through email	10	July 2020	Dec. 2020	Dec. 2020	Impressive	Very Satisfactory	
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: JULY TO DECEMBER 2020

Name of Staff: MARIA AGNES P. HERMANO

Position: Admin. Aide - IV

**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.**

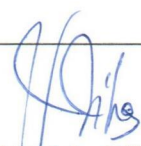
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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	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.	<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.	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	<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	5	<u>4</u>	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	5	<u>4</u>	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	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	52 / 12				
Average Score	4.5				

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

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

## EMPLOYEE DEVELOPMENT PLAN

July to December 2020

Name of Employee: **MARIA AGNES P. HERMANO**

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

Aim: To mentor all clerks in the tasks of a Chief Librarians secretary to mitigate possible gaps when she retires.

Proposed Interventions to Improve Performance:

Date: January

Target Date: June

First Step: Instructed to train the existing staff on her jobs as she intends to retire on August 1, 2021.

Result: On-going

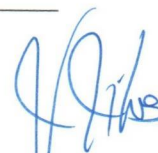
Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:



**VICENTE A. GILOS**  
Unit Head

Conforme:



**MARIA AGNES P. HERMANO**  
Name of Ratee Faculty/Staff