



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

**Annex P**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.22	70%	2.94
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.2	30%	1.26
<b>TOTAL NUMERICAL RATING</b>			<b>4.2</b>

TOTAL NUMERICAL RATING: 4.2

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

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

FINAL NUMERICAL RATING 4.2

ADJECTIVAL RATING: "VS"


Prepared by:

Reviewed by:

  
**CRISILDA MARIE C. ROBLE**  
Name of Staff


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


Approved:

  
**ALELI A. VILLOCINO**  
Vice President – Students Affairs  
And Services

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MERCEDES V. FORNES** of the **Office of the Chief Librarian** 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, 2022**.

  
**MERCEDES V. FORNES**  
Ratee

Approved:   
**VICENTE A. GILOS**  
Chief Librarian

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2022 Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
OCL MFO 3	Technical Services	PI 1.1 Number of library materials accessioned	Technical work	188 materials	200 Materials	4	4	4	4	
		PI 1.2 Number of books undergone mechanical processing such as putting property seal, covering & putting book accessories/labeling/painting/ relabeling	Technical work	250 books	265 Books	4	5	4	4.33	
		PI 1.3 Number of books provided with shelflist card	Technical work	150 books	160 Books	5	5	4	4.67	
		PI 1.4 Number of library materials provided with RFID and barcodes acetates	Technical work	250 materials	265 Materials	4	5	4	4.33	
		P1 1.5 Number of documents printed and/or photocopied	Technical work	40 documents	40 Documents	4	4	4	4	
		P1 1.6 Number of hours spent for inventory, shelfreading, shelving and maintenance or resources	Readers/ Frontline Services	100 hrs.	N/A	N/A	N/A	N/A	N/A	For the month of July
LIB MFO 4	Reader's Services	PI 1.7 Number of hours spent on special duties	Frontline services	50 hrs.	N/A	N/A	N/A	N/A	N/A	

**UMFO 6- GENERAL ADMINISTRATION AND SUPPORT SERVICES**

<b>LIBMFO 6</b>	<b>Administrative and Support Services Management</b>	P1 1.8 Number of hours spent for other tasks assigned by the head	Frontline services	<b>50 hrs.</b>	<b>65 Hours</b>	4	4	4	4	
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Total Over-all Rating	<b>25.33</b>	
Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
<b>FINAL RATING</b>	<b>4.22</b>	
<b>ADJECTIVAL RATING</b>	<b>"VS"</b>	

Comments & Recommendations for Development Purpose:

She improved a lot under the supervision of Mrs. Baro. She still needs to improve her proficiency on the basic computer operations.

Evaluated and Rated by:

  
**VICENTE A. GILOS**  
 Head of Office

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

Approved by:

  
**ALEL A. VILLOCINO**  
 VP for Student Services and Affairs

Date: AUG 03, 2022

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 3, 2022	June 30, 2022	June 30, 2022	Impressive	Very good	
2	Does the mechanical processing of books	265	January 3, 2022	June 30, 2022	June 30, 2022	Impressive	Very good	
3	Prepares shelf list cards	160	January 3, 2022	June 30, 2022	June 30, 2022	Impressive	Very good	
4	Number of library materials provided with RFID and barcodes acetates	250	January 3, 2022	June 30, 2022	June 30, 2022	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 2022

Name of Staff: FORNES, MERCEDES

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

Total Score		51				
<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						
Average Score		4.2				

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

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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mercedes M. Fornes  
Performance Rating: \_\_\_\_\_

Aim:

Proposed Interventions to Improve Performance:

Date: January 2022 Target Date: June 2022

First Step:

\_\_\_\_\_

\_\_\_\_\_

Result:

\_\_\_\_\_

\_\_\_\_\_

Date: January 2022 Target Date: June 2022

Next Step:


\_\_\_\_\_

\_\_\_\_\_


Outcome: She needs a refresher course on basic computer operation particularly MS word and MS Excel.

Final Step/Recommendation:

Prepared by:

  
VICENTE A. GILOS  
Unit Head

Conforme:

  
MERCEDES M. FORNES  
Name of Ratee Faculty/Staff