



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	4.00	70%	2.80
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.50	30%	1.05
TOTAL NUMERICAL RATING			3.85

TOTAL NUMERICAL RATING: 3.85

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 3.85

ADJECTIVAL RATING: "VS"

Prepared by:

JANSEL JOI C. VILLAS
Name of Staff

Reviewed by:

VICENTE A. GILOS
Department/Office Head

Recommending Approval:

N/A
Dean/Director

Approved:

ALELI A. VILLOCINO
Vice President-Students Affairs
and Services

INDIVIDUAL PERFORMANCE ACCOMPLISHMENTS & REVIEW (IPAR) FORM

I, **MERCEDES V. FORNES**, of the **UNIVERSITY LEARNING COMMONS (LIBRARY)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July to December 2023**.

MERCEDES V. FORNES

Ratee

JAN 18 2024

Approved:

VICENTE A. GILOS

Head of Unit

JAN 22 2024

MFO & PAPs	Success Indicators	Task Assigned	Target 2023	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
VSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
	PI 2.Percentage of 5S implementation at the workplace	Technical Services	90%	95%	4	4	4	4	
VSAS MFO LS (for Library Services)									
LS 1 TECHNICAL SERVICES	PI 1.1 No. of books acquired, accessioned and processed (stamping property seal, covering, providing accessories, painting labeling/ relabeling	Technical Services	200 volumes/books	350 volumes/ books	3	3	5	3.67	
	PI 1.2 No. of books provided with barcode acetates and RFID	Technical Services	200 books	200 books	5	5	5	5	
	PI 1.3 No. of books pulled out from shelves for barcoding and RFID	Technical Services	185 books	290 books	5	5	5	5	
	P1 1.4 No. of shelflist card prepared	Technical Services	100 cards	100 cards	5	4	4	4.33	
	P1 1.5 No. of books encoded into DLM	Technical Services	250 books	20 books	1	1	1	1	You claimed it, so you should have output.

									Unless you don't know how to operate computers.
	P1 1.6 No. of hours spent for inventory, shelf-reading & shelving	Technical Services	80 hours	N/A					Inventory was done thru automation system
LS 2 READERS SERVICES	P1 1.7 No of hours spent for special duties	Frontline Services	120 hours	120 hours	5	5	5	5	
	P1 5.1 No. of books pulled from the shelves and brought to the Bindery Unit for repair	Preservation of Library Materials	200 books	150 books	3	3	5	3.67	
	P1 5.2 No. of books repaired (minor repairs)	Preservation of Library Materials	150 books	105 books	3	3	5	3.67	
	P1 5.3 No. of newly repaired books from the Bindery Unit repainted and relabeled	Technical Services	200 books	115 books	4	4	4	4	
LS 4 Programs/Training and Activities	PI 1.1 No. of activities, meetings, programs attended/ assisted/ facilitated	Facilitative Services	4	8	4	4	3	3.67	
UMFO 6 – GENERAL ADMINISTRATION AND SUPPORT SERVICES									
LS GASS 1 Frontline Services	PI. 1 Efficient & customer friendly frontline service: Zero percent complaint from clients served	Frontline Services	0% complaint	0% complaint	5	5	5	5	
Total Over-all Rating					48.01				
Average Rating					4.00				
Adjectival Rating					VS				

Average Rating (Total Over-all rating divided by)	4.00
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.00
ADJECTIVAL RATING	VS

Evaluated & Rated by:


VICENTE A. GILOS
 Dept./Unit Head

Date: 22 JAN 2024

1 – Quality 2 – Efficiency 3 – Timeliness

4 – Average

Comments & Recommendations for Development Purpose:

The Head of the Technical Services may take steps in addressing the employee's resistance to change, it may be time to consider more assertive measures like keeping of the employee's performance before and after the changes. Document any negative impact on productivity, efficiency or team morale.

Approved by:


ALELI A. VILLOCINO
 VP for Student Affairs and Services

Date: 25 JAN 2024

PERFORMANCE MONITORING FORM

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	100	July 1, 2023	December 29, 2023	December 29, 2023	Impressive	Very satisfactory	
2	Does the mechanical processing of books	100	July 1, 2023	December 29, 2023	December 29, 2023	Impressive	Very satisfactory	
3	Prepares shelf list cards	100	July 1, 2023	December 29, 2023	December 29, 2023	Impressive	Satisfactory	

* 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 – DECEMBER 2023

Name of Staff: MERCEDES V. FORNES

Position: ADMINISTRATIVE AIDE

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	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
Total Score	50 42 8				
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					
Average Score	3.50				

Overall recommendation : _____


VICENTE A. GILOS

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **MERCEDES V. FORNES**
Performance Rating: JULY – DECEMBER 2023

Aim:

Proposed Interventions to Improve Performance:

Date: DECEMBER 2023

Target Date: JANUARY 2024

First Step:

She needs constant monitoring on doing her tasks efficiently. It is important to document monitoring processes.

Result:

Date: JUNE 2024

Target Date: JULY 2024

Next Step:

Consider sending her to seminar on managing work attitude.


Outcome: _____

Final Step/Recommendation: _____

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


MERCEDES M. FORNES
Name of Ratee Faculty/Staff