

Annex P

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

JULY TO DECEMBER 2016

Name of Administrative Staff: **GERALDINE T. BARO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (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	3.75	3.75 x .30	1.12
TOTAL NUMERICAL RATING			4.33

TOTAL NUMERICAL RATING: 4.33


Add: Additional Approved Points, if any:

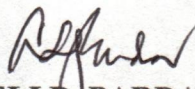
TOTAL NUMERICAL RATING:

ADJECTIVAL RATING: "VS"

Prepared by:

Reviewed by:

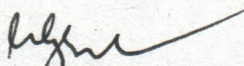

GERALDINE T. BARO
Name of Staff


ANDRELI D. PARDALES
Department Office Head *che 11/16/17*

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President *pat*

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GERALDINE T. BARO** 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 2016.

GERALDINE TUMULAK-BARO
Ratee

Approved:

ANDRELI D. PARDALES
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2016 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 5	Support to Operations (STO)									
LIBMFO 5	Library Services									
		PI 1 Increase in the number of students, faculty, staff and researchers availing the library's reference and reserve information resources	Reference and Reserve Services	1000 clients	1130 clients	4	4.5	4.5	4.33	
		PI 2 Increase in the number of students, faculty, staff and researchers availing of the library's reference and reserve facilities	Readers' Services	800 clients to avail the services at the reference and reserve unit of the library	1493 clients to avail the services at the reference and reserve unit of the library	5	5	4	4.66	
		PI 3 Number of new books and/or information resources made available for use	Selection and Acquisition Services	60 books and/or information resources recommended for purchase	136 books and/or information resources recommended for purchase	5	4.5	5	4.83	
		PI 4 Number of clients given reference /information services	Reference Services	300 clients given reference and/or information services	437 clients given reference and/or information services	4	5	4.5	4.5	
		PI 5 Number of books charged or discharged at designated units and on special duties	Frontline Services	920 books	1135 books	5	5	4.5	4.83	
		PI 6 Number of IDs and/or borrower's cards signed, validated, replaced and/or issued to students, faculty and staff; book accessories filed, interfiled and/or replaced when needed	Frontline Services	160 IDs and/or borrower's cards, book accessories	190 IDs and/or borrower's cards, book accessories	4	5	4	4.33	
		PI 7 Percentage accomplishment of inventory and housekeeping of area assigned	Inventory and Maintenance Services	100 % accomplishment	100 % accomplishment	4.5	5	5	4.83	
		PI 8 Number of subject bibliographies completely prepared for update of resources and for AACUP or other purposes	Bibliographic Information Services	7 bibliographies	12 bibliographies	4	4.5	4.5	4.33	

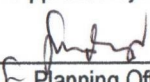
		P10 Number of volumes of books weeded out to update collection	Readers' Services	100 volumes	193 volumes	5	5	4.5	4.83	
UFMO 6 General Administration and Support Services (GASS)										
LIB MFO 2	Efficient and Customer-friendly assistance	PI 1 Percentage of complaints from clients served	Library User Services	Zero percent complaints from clients served	Zero percent complaints from clients served	5	5	5	5	
UMFO 8 Development Broadcasting & Communication Services										
		PI 1 Number of journals, magazines, newsletters received, recorded and acknowledge from gift and exchange partners	Gift and Exchange Services	80 journals, magazines, newsletters, acknowledgment letters and/or forms	110 journals, magazines, newsletters, acknowledgment letters and/or forms	4.5	5	5	4.83	
		PI 2 Number of linkages/partnership maintained for gift and exchange	Gift and Exchange Services	30 international and 12 national institutions	37 international and 16 national	5	4	4	4.33	
		PI 3 Number of Annals of Tropical Research (ATR) sent to gift and exchange partners	Gift and Exchange Services	45 copies of ATR	53 copies of ATR	4	5	5	4.67	
		PI 5 Number of theses converted into e-books	Repository Services	20 theses	25 theses	3	4	5	4	

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.59	4.68
ADJECTIVAL RATING	"VS"	

COMMENTS AND RECOMMENDATIONS FOR DEVELOPMENT PURPOSES

Received by:

Approved by:


Planning Office

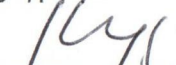
Date: _____

Calibrated by:



DR. REMBERTO A. PATINDOL
PMT

Date: _____

Recommending Approval:


DR. BEATRIZ S. BELONIAS
Vice President

Date: _____


DR. EDGARDO E. TULIN
President

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2016

Name of Staff: GERALDINE T. BARO

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.	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	
2. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1	
3. 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	
4. 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	
5. Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1	
6. Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1	
7. 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	
8. 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	
9. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1	
10. Willing to be trained and developed	5	4	3	2	1	

Total Score					
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	45				
Average Score	3.75				

Overall recommendation :

ANDRELI D. PARDALES
Name of Head

$$\begin{array}{r}
 8 \times 4 = 32 \\
 5 \times 1 = 5 \\
 3 \times 5 = 15 \\
 2 \times 3 = 6 \\
 \hline
 17 \quad 58
 \end{array}$$