



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

**Annex P**

Name of Administrative Staff: **BARO, GERALDINE**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.6	30%	1.38
<b>TOTAL NUMERICAL RATING</b>			<b>4.68</b>

TOTAL NUMERICAL RATING: 4.68

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


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

FINAL NUMERICAL RATING 4.68

ADJECTIVAL RATING: "O"

Prepared by:

Reviewed by:

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


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

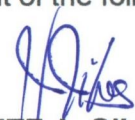
Approved:

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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

  
**GERALDINE TUMALAK-BARO**  
Ratee

Approved:   
**VICENTE A. GILOS**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target 2022	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
OCL MFO 2	PI 1 Number of requested items reviewed and approved as TWG	Extension Services	25 items	30 Items	5	5	4	4.67	
	PI 2 Number of minutes of meeting prepared for OVPSAS	Extension Services	1	3 Minutes of Meeting	5	5	5	5	
VSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
OCL STO 1 ISO 9001:2015	PI 1.1 No. of quality procedures prepared or reviewed for revision	ISO 9001:2015 aligned documents	1		N/A	N/A	N/A	N/A	
VPSAS STO4: INNOVATIONS & BEST PRACTICES									
	PI 2 No. of hours spent in preparing, editing and production of the newsletter	Technical Services	40 hours	50 Hours	4	4	4	4	

	PI 3 No. of hours spent in drafting for Library Handbook and Manual revision	Technical Services	1 draft						July
<b>OCL MFO 3 TECHNICAL SERVICES</b>	PI 1 Number of library materials acquired, cataloged/reclassified, encoded, barcoded, and RFID provided	Technical Services	250 volumes	<b>280 Volumes</b>	5	4	4	4.33	
	PI 2 Number of DLM entries reviewed, edited and updated	Technical Services	100 entries	<b>175 Entries</b>	5	4	5	4.67	
	PI 3 Number of copies of New Acquisitions List prepared and disseminated	Technical Services	15 opies	<b>25 Copies</b>	5	5	4	4.67	
	PI 4 Number of PPMPs/PRs prepared, signed and submitted	Technical Services	5 PPMPs/PRs	<b>8 PPMPs</b>	5	5	5	5	
	PI 5 Number of documents prepared for AACCUP, CHED, ISO, etc. requirements	Technical Services	30 documents	<b>40 Documents</b>	5	5	5	5	
	PI 6 Number of bibliographies prepared for accreditations and other purposes	Technical Services	10 bibliographies	<b>24 Bibliographies</b>	5	5	5	5	
	PI 7 Number of hours spent in inventory, shelf-reading and re-shelving	Technical Services	40 hours						For July 2022



<b>OCL MFO 4 Readers Services</b>	PI 1 No. of students, faculty, staff and researchers with reference queries assisted.	Frontline Services							
	PI 2 No. of clients' online queries responded	Readers Services	10	20 Queries	5	5	5	5	
<b>OCL MFO 5 Repository Services</b>	PI 1 Number of e-copies of theses/dissertations received and saved to storage	Repository Services	25 e-copies	N/A	N/A	N/A	N/A	N/A	
	PI 2 No. of special collection acquired and processed	Repository Services	3 titles	5 Titles	5	5	4	4.67	
<b>OCL MFO 6 Programs/Trainings and Activities</b>	PI 1 No. activities, meetings, programs, assisted, facilitated		1	3 activities, meetings, programs	5	5	4	4.67	
	PI 2 No. of trainings, webinars attended/ facilitated		1	3 training s/webinars attended	5	4	4	4.33	
<b>OCL MFO 7 Support to Program and Institutional Accreditation Services</b>	PI 1 Number of sets of supporting documents prepared for AACUP, RQAT, COPC, etc. Survey Visits	Support Services	2	18 Sets	5	5	5	5	
<b>UMFO 6 – GENERAL AMINSTRATION AND SUPPORT SERVICES</b>									
<b>Frontline Services</b>	PI 1 Percentage of efficiency and customer-friendly frontline services	Frontline Services	0% complaint from clients served	0 % Complaint from clients served	5	5	5	5	
<b>Admin. and Facilitative Services</b>	PI 2 Number of sections supervised, monitored and coordinated	Admin. and Facilitative Services	2 sections	1 Section	5	4	4	4.33	

Support Services	PI 3 No. of official documents prepared, reviewed, issued, acknowledged, authenticated and inspected	Support Services	25 official documents	35 Official Documents	5	5	5	5	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)	80.34	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.72	
ADJECTIVAL RATING	"O"	

Comments & Recommendations for Development Purpose:

She is a remarkable employee. She needs more training on customer service for her to become a well-rounded Librarian.

Evaluated & Rated by:

  
VICENTE A. GILOS

Dept./Unit Head

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

Approved by:

  
ALELI A. VILLOCINO

VP for Student Affairs and Services

Date: AUG 03 2022

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

## PERFORMANCE MONITORING FORM


Name of Employee: Baro, Geraldine.

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	Encodes the Existing book collection to DLM and each book provided with barcode, RFID in preparation for implementation of online book circulation	175	January 3, 2022	June 30, 2022	June 30, 2022	Very impressive	Outstanding	Just meet the target due to priority tasks like Preparations for AACCUP
2	Collects, prepares and compiles supporting documents for Parameter C, of Area VII for AACCUP	2	January 3, 2022	June 30, 2022	June 30, 2022	Very impressive	Outstanding	
3	Prepares and produce bibliographies for the programs under AACCUP Survey	10	January 3, 2022	June 30, 2022	June 30, 2022	Very impressive	Outstanding	

\* 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: BARO, GERALDINE

Position: COLLEGE LIBRARIAN II

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



Total Score		57				
<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.	5	<u>4</u>	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		22				
Average Score		4.6				

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



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



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: Geraldine T. Baro

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:

---

---

---

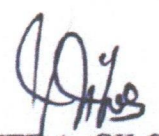
Outcome: \_\_\_\_\_

Final Step/Recommendation:

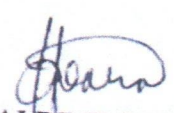
She has the potential to become an effective leader. However, she still has a lot to learn in dealing with diverse personalities within the organization. It might be fitting for her to attend training on effective management of human resources.

She will be given responsibilities on top of her present responsibilities that might help her develop her potentials like a manager of Bindery STF Project next year.

Prepared by:

  
VICENTE A. GILOS  
Unit Head

Conforme:

  
GERALDINE T. BARO  
Name of Ratee Faculty/Staff

22-01



**FORM FOR ISSUANCE OF CONTROL NUMBER OF E-SIGNATURE**

**Part 1.** This part will be accomplished by the Affixing Party or the dDRC of the Affixing Party.  
Kindly fill-out the following:

Title of the document where the e-signature will be affixed	Employee Development Plan
Document Code (with revision number) where the e-signature will be affixed	
Name and Signature of Affixing Party/dDRC of Affixing Party	Aireen M. Dag-uman
Unit/Department of Affixing Party	Office of the Chief Librarian

**Note:** After accomplishing Part 1, this form will be forwarded to the dDRC of the Signatory to confirm the use of the e-signature.

**Part 2.** To confirm the use of e-signature, this part will be accomplished by the dDRC of the Signatory. Kindly fill-out the following:

Name and Signature of dDRC of Signatory	Aireen M. Dag-uman
Unit/Department of Signatory	Office of the Chief Librarians\
Assigned Control Number of the e-signature of the Signatory*	22-01
Date issued	8/11/2022

\* The dDRC of the Signatory shall have the discretion on the format of the control number assigned on the use of e-signature

*This form should be accomplished in two (2) copies: one (1) copy for the dDRC of Signatory and one (1) for the dDRC of the Affixing Party*