

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINSTRATIVE STAFF (VSU UNIVERSITY LIBRARY)
JAN. – JUNE 2019

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	4.78	4.78 X .70%	3.34
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.0	5.0 X .30%	1.50
TOTAL NUMERICAL RATING			4.84 /

TOTAL NUMERICAL RATING:


Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.77

ADJECTIVAL RATING: **"O"**


Prepared by:

Reviewed by:


GERALDINE T. BARO
 Name of Staff


ANDRELI D. PARDALES
 Department/Office Head

Approved:


BEATRIZ S. BELONIAS
 VP - Instruction

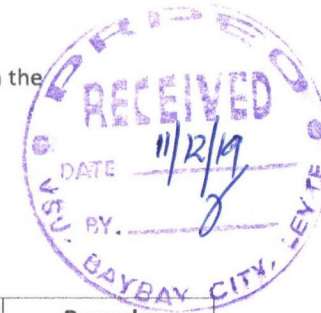
INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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 January to June 2019.

GERALDINE TUMULAK-BARO
Ratee

Approved:

ANDRELI D. PARDALES
Head of Unit



MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2019 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 2 HIGHER EDUCATION SERVICES										
LIBMFO 1	Student Management Services	PI 1 Number of student assistant/s supervised at the Serials Unit	Student Management Services	1 Student Assistant	1 Student Assistant	4.5	4.5	4.5	4.5	
UMFO 4 EXTENSION SERVICES										
	Research and Extension Services	PI 1 Number of trainees supervised during the On-the Job Training	Extension Services	10 trainees	27 trainees	4.5	5	5	4.83	
		PI 2 Number of Annals of Tropical Research (ATR) received for Gift and Exchange partners	Research and Extension Services	50 ATRs	70 ATRs	4.5	.5	5	4.83	
UMFO 5 SUPPORT TO OPERATIONS										
LIB MFO 3	Technical Services	PI 1 No. of materials acquired, processed, conducted inventory and maintained	Technical Services	100 materials (issues of journals, magazines, etc.)	170 materials (issues of journals, magazines, etc.)	5	5	5	5	
		PI 2 No. of documents prepared for AACUP, CHED, ISA, ISO, etc. accreditations/requirements	Technical Services	5 documents	10 documents	4.5	4.5	5	4.66	
		PI 3 No. of resources encoded to the database, barcoded and RFID provided	Technical Services	200 resources (books and journal articles)	461 resources (books and journal articles)	5	5	5	5	

Control No. 27

		PI 4 No. of indexes prepared and proofread	Technical Services	300 indexes	543 indexes	4.83	5	5	4.94	
LIBMFO 5	Repository Services	PI 1 No. of e-copy of theses/dissertations received and converted to e-books	Repository Services	80 e-copies	123 e-copies	4.5	5	5	4.83	
UMFO 6 - GENERAL ADMINISTRATION AND SUPPORT SERVICES										
LIB MFO 6	Administrative and Support Services Management	PI 1 No. of official documents prepared, issued, acknowledged, authenticated and inspected	Technical Services	20 Official documents	30 Official documents	4.5	4.5	4.5	4.5	
LIB MFO 7	Efficient and Customer-friendly Assistance	PI 1 Percentage of efficiency and customer-friendly frontline services	Readers Services	0% complaint from clients served	0% complaint from clients served	5	5	5	5	
LIB MFO 8	Best practices/new initiatives/innovation	PI 1 No. of best practices on student services implemented	Readers Services	1 best practice	1 best practice (FAO Corner)	4.5	4.5	4.5	4.5	

Average Rating (Total Over-all rating divided by 11)	57.59	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.78	
ADJECTIVAL RATING	"O"	

COMMENTS AND RECOMMENDATIONS FOR DEVELOPMENT PURPOSES

She needs to be trained in leadership for she has the potential for a higher level.

Evaluated & Rated by:

ANDRELI D. PARDALES

Chief Librarian

Date: _____

Approved by:

BEATRIZ S. BELONIAS

VP - Instruction

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2019

Name of Staff: GERALDINE T. BARO

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.	<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.	<u>5</u>	4	3	2	1
7. Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	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					
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	<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.	<u>5</u>	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	<u>5</u>	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	<u>5</u>	4	3	2	1
Total Score					
85 / 17					
Average Score					
5.0					

Overall recommendation : _____


ANDRELI D. PARDALES
 Chief Librarian

Exhibit I

PERFORMANCE MONITORING FORM

January – June 2019

Name of Employee: BARO, GERALDINE T.

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 titles of books and other resources	Library Materials	June 4	June	June	VS	VS	VS
2	Encoded to DLM	Encoded to DLM						
3	Prepares New Acquisitions	New Acquisitions	June	July	July	O	O	O
4	List and Seen Heard newsletter	List published						
5								
6								

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


ANDREI D. PARDALES
 Chief Librarian

EMPLOYEE DEVELOPMENT PLAN

January – June 2019

Name of Employee: BARO, GERALDINE T.
Performance Rating:

Aim: To be assigned in Technical work

Proposed Interventions to Improve Performance:

Date: June Target Date: _____

First Step: Was assigned a new assignment as Technical Librarian

Result: Accepted with a willing heart.


Date: _____ Target Date: _____

Next Step:

Outcome: Happily doing / performing her new responsibility

Final Step/Recommendation:

Conforme :


GERALDINE T. BARO
Name of Ratee Faculty / Staff

Prepared by:


ANDRELI D. PARDALES
Unit Head