

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(VSU UNIVERSITY LIBRARY)
JAN-JUNE 2018**

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	4.63	4.63 X .70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.92	3.94 X .30%	1.18
TOTAL NUMERICAL RATING			4.39

TOTAL NUMERICAL RATING: **4.39**


Add: Additional Approved Points, if any: _____

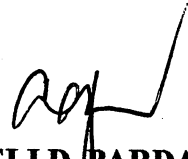
TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: **"VS"**


Prepared by:

Reviewed by:


GERALDINE T. BARO
Name of Staff

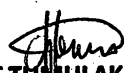

ANDRELI D. PARDALES
Department/Office Head *he 9/11/18*

Approved:

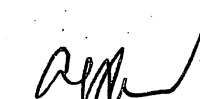

BEATRIZ S. BELONIAS
VP - Instruction

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 2018.


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 Number of journals, magazines, and newspapers subscriptions renewed	Technical Services	45 journals/magazines	55 journals/magazines	5	5	5	5	
		PI 2 Number of journals, magazines, and newspapers issues received, collated, and recorded	"	100 journals/magazines	165 journals/magazines	5	5	5	5	
		PI 4 Number of indexes prepared for journals/magazines	"	500 indexes	443 indexes (Jan-Mar 2018—on leave thesis writing)	4.5	4.5	4	4.33	
		PI 5 Number of journals/magazines articles/titles encoded into the Library System	"	300 articles/titles	221 articles/titles (Jan-Mar 2018 thesis writing)	4	4	4	4	
		PI 6 Number of newspaper clippings checked and indexed for vertical files	"	200 clippings	108 clippings (Jan-Mar 2018 thesis writing)	4	4	4	4	
		PI 7 Number of subject bibliographies completely prepared for update and for accreditation purposes	"	3 courses	9 courses	5	5	5	5	
		PI 3 Number of hours rendered for special duties at the Circulation Unit Frontline Services	Frontline Services	120 hours	104 hours (Jan-Mar 2018 thesis writing)	4	4	4	4	
		PI 8 Number of students/researchers given reference/information services	"	100 researchers	183 researchers	5	5	5	5	
UMFO 8 Development Broadcasting & Communication Services										
LIBMFO 2	Extension Services	PI 1 Number of hours rendered for student interns On-the-Job Training	Extension Services	10 hours	16 hours	5	5	5	5	

		PI 2 Number of hours rendered for student immersion instruction and indexing purposes	Extension Services	5 hours	8 hours	4.5	4.5	5	4.66	
		PI 3 Number e-copies of theses/dissertations/case studies received and checked	"	80 e-copies	131 e-copies	5	5	5	5	

Average Rating (Total Over-all rating divided by 11)	50.99	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.63	
ADJECTIVAL RATING	"O"	

COMMENTS AND RECOMMENDATIONS FOR DEVELOPMENT PURPOSES

The Braci submission to authority is a skill she ought to do so as for her to be a future leader in a seat or even in library

Evaluated & Rated by:

Andrei D. Pardales
ANDREI D. PARDALES
Chief Librarian

Date: _____

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

Approved:

Beatriz S. Belonias
BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

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.	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										
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						67/17				
Average Score						3.94				

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head

due 9/14

PERFORMANCE MONITORING FORM


Name of Employee: **GERALDINE T. BARO**

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	Prepares minutes of the Library staff meeting	1 day	9:00 AM, May 18, 2018	May 19, 2018	May 18, 2018-4 PM	Impressive	Outstanding	
2	Checks and indexes newspapers clippings for the vertical files	250 indexes	January 2018	June 2018	June 2018	Impressive	Very satisfactory	
3								
4								
5								
6								
7								

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

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

Prepared by:


ANDRELI D. PARDALES
 Chief Librarian *che 9118*

Unit Head

EMPLOYEE DEVELOPMENT PLAN
January to June 2018

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

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: To render certain hours at the Library in lieu of her absence while conducting her masteral thesis.

Result: Rendered requires hours by the scholarship committee.


Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


ANDREI D. PARDALES
Unit Head