



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
JULY TO DECEMBER 2019

Name of Administrative Staff:

BARO, GERALDINE T. – COLLEGE LIBRARIAN II

Annex P

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.69	4.69X 70%	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.29	4.29 X 30%	1.28
TOTAL NUMERICAL RATING			4.56

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

4.56

FINAL NUMERICAL RATING

4.56

ADJECTIVAL RATING:

"VS"

Prepared by:

[Signature]
GERALDINE T. BARO

Name of Staff

Reviewed by:

[Signature]
ANDRELI D. PARDALES

Department/Office Head

Approved:

[Signature]
BEATRIZ S. BELONIAS

VP - Instruction

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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 2019**.

GERALDINE TUMULAK-BARO
Ratee

Approved:

ANDRELYN D. PARDALES
Head of Unit



MFO NO.	MFOs/P APs	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 Cataloging Unit	Student Management Services	1 Student Assistant	1 Student Assistant	4.5	4.5	4.5	4.5	
UMFO 4 EXTENSION SERVICES										
		PI 1 Number of hours spent in conducting information literacy to new/ transferee students, faculty and researchers during National Book Week celebration	Extension Services	8 hours	12 hours	5	5	4.5	4.83	
		PI 2 Number of hours spent in activities conducted during the National Book Week celebration	Extension Services	8 hours	10 hours	5	5	4.5	4.83	
UMFO 5 SUPPORT TO OPERATIONS (STO)										
LIB MFO 3	Technical Services	PI 1 No. of library materials acquired, catalogued, processed, conducted inventory and maintained								
		PI1.1 No. of volumes of library materials catalogued/re-classified	Technical Services	250 volumes	250 volumes	4.5	5	5	4.83	
		PI1.2 No. of volumes library materials checked/updated records	Technical Services	300 volumes	1,234 volumes	5	5	5	5	
		PI1.3 No. of shelf list cards	Technical Services	250 shelf list cards	275 shelf list cards	4.5	4.5	4.5	4.5	


Control No. 052

		prepared/edited/printed								
		PI 2 No. of documents prepared for AACUP, CHED, ISA, ISO, etc. accreditations/requirements	Technical Services	6 documents	12 documents	5	5	4.5	4.83	
		PI 3 No. of hours spent for inventory and maintenance of resources	Technical Services	80 hours	80 hours	5	4.5	4.5	4.66	
		PI 4 No. of resources encoded to the database, barcoded and/or RFID provided	Technical Services	220 resources	246 resources	5	4.5	4.5	4.66	
LIB MFO 4	Readers Services	PI 1 Number of hours spent at the Circulation Unit during special duties	Readers/Frontline Services	80 hours	100 hours	4.5	5	4.5	4.66	
LIB MFO 5	Repository Services	PI 1 No. of e-copy of theses/dissertations received and converted to e-books	Repository Services	10 e-copies	12 e-copies	4.5	4.5	4.5	4.5	
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	25 official documents	30 official documents	4.5	4.5	4.5	4.5	
		PI 1.1 No. of issue/s of "Seen and Heard" prepared/edited	Technical Services	1 issue	2 issue	4.5	4.5	5	4.66	
		PI 1.2 No. of New Acquisition list prepared	Technical Services	1 list	1 list	4.5	4	4	4.16	
		PI 2 Number of risks identified	Technical Services	1 risk	1 risk	4.5	4.5	4.5	4.5	
		PI 3 Number of risks addressed/minimized	Technical Services	1 risk	1 risk	5	5	4.5	4.83	


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 practice s/new initiative s/innovation	PI 1 No. of best practices on student services implemented	Readers Services	1 best practice	1 best practice	5	5	5	5	

Average Rating (Total Over-all rating divided by 18)	84.45	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.69	
ADJECTIVAL RATING	"O"	

Evaluated and Rated by:


ANDRELI D. PARDALES
 Chief Librarian
 Date: _____

Approved by:


BEATRIZ S. BELONIAS
 VP for Instruction
 Date: _____

COMMENTS AND RECOMMENDATIONS FOR DEVELOPMENT PURPOSES

She does her work without close suspension.

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY TO DECEMBER 2019

Name of Staff: **BARO, GERALDINE T. – 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.	5	<u>4</u>	3	2	1
2. Makes self-available to clients even beyond official time	5	<u>4</u>	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	5	<u>4</u>	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	<u>3</u>	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	5	<u>4</u>	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	5	<u>4</u>	3	2	1
11 Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	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	5	<u>4</u>	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	<u>4</u>	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.	<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	73 / 17				
Average Score	4.29				

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head

Exhibit I

PERFORMANCE MONITORING FORM

JULY – DECEMBER 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	Seen and heard newsletter done	Newsletter ready for distribution	July	December	December	O	O	O
2								
3								
4								
5								
6								

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

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

Prepared by:


ANDRELI D. PARDALES
 Chief Librarian

EMPLOYEE DEVELOPMENT PLAN
JULY – DECEMBER 2019

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

Aim: Seen and heard newsletter second issue.

Proposed Interventions to Improve Performance:

Date: July 2019 Target Date: _____

First Step: The Library’s newsletter needs an update

Result: Was able to produce the second issue for the July-December 2019

Date: _____ Target Date: _____

Next Step:

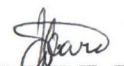
Outcome: With the contribution from the librarians, the second issue was done.

Final Step/Recommendation:

Prepared by:


ANDRELI D. PARDALES
Unit Head

Conforme :


GERALDINE T. BARO
Name of Rated Faculty / Staff