



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

January to June 2020

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	4.81 X 70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.70	4.70 X 30%	1.41
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING: **4.77**

Add: Additional Approved Points, if any: _____


TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.77**

ADJECTIVAL RATING: **"O"**

Prepared by:

Reviewed by:


GERALDINE T. BARO
Name of Staff


VICENTE A. GILOS
Department/Office Head

Recommending Approval:

N/A
Dean/Director

Approved:


BEATRIZ S. BELONIAS
Vice President for 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 2020**.

Approved:


GERALDINE TUMALAK-BARO
Ratee


VICENTE A. GILOS
Head of Unit

MFO NO.	MFOs/ PAPs	Success Indicators	Tasks Assigned	2020 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	4.5	4.33	
UMFO 2 EXTENSION SERVICES										
LIB MFO 2	Expert Services	PI 1 Number of free e-books/e-journals found, verified, downloaded and provided to library stakeholders during COVID-19 period	Expert Services	20 eBooks	34 eBooks	5	5	4.5	4.83	
		PI 2 No. of expert services provided/rendered (i.e. acting as an alternate dDRC)	Expert Services	Once every rating period	Once a week/ 24 times from Jan-June	5	5	4.5	4.83	
UMFO 5 SUPPORT TO OPERATIONS (STO)										
	MFO1: ISO 9001:2015 aligned documents	PI 1 No. of quality procedures/manuals prepared, reviewed, edited and/or revised	Technical Services	1 procedure manual	1 procedure manual	4.5	5	5	4.83	
		PI 2 No. of ISO-aligned documents processed	Technical Services	2 documents	12 documents	5	5	5	5	

		PI 3 Percentage of 5S implementation at the workplace	Reader's/Frontline Services	85% implemented	95% implemented	5	5	4.5	4.83	
LIB MFO 3	Technical Services	PI 1.1 No. of volumes of library materials catalogued, re-classified, and barcoded	Technical Services	100 volumes	225 volumes	5	5	4.5	4.83	
		PI 1.2 No. of volumes of library materials checked, updated/edited in DLM	Technical Services	150 volumes	388 volumes	5	5	4.5	4.83	
		PI 2 No. of documents prepared for AACUP, CHED, ISA, ISO, etc. accreditations/requirements	Technical Services	2 documents	8 documents for AACUP, CHED and ISO accreditations	5	4.5	5	4.83	
		PI 3 No. of hours spent for inventory and maintenance of resources	Reader's/Frontline Services	80 hours	80 hours	5	4.5	5	4.83	
LIB MFO 4	Reader's Services	PI 1 No. of hours spent on special duties at the Circulation Unit	Reader's/Frontline Services	40 hours	76 hours	5	4.5	5	4.83	
LIB MFO 5	Repository Services	PI 1 No. of e-copies of theses/dissertations received	Repository Services	10 e-copies	28 e-copies	5	4	5	4.83	
		PI 1 No. of titles of special collections received/processed	Repository Services	2 titles	72 titles	5	4	5	4.83	
UMFO 6 - GENERAL ADMINISTRATION AND SUPPORT SERVICES										
LIB MFO 6	Administrative and Support Services Management	PI 1.1 No. of official documents prepared, issued, acknowledged, authenticated and inspected	Administrative/Support Services	35 official documents	55 official documents	5	5	5	5	

LIB MFO 7	Efficient and Customer-friendly assistance	PI 1 Percentage of efficiency and customer-friendly frontline services	Readers' Services	0% complaints from clients served	0% complaints from clients served	5	5	5	5	
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Total Over-all Rating	67.46	
Average Rating (Total Over-all rating divided by 14)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.81	
ADJECTIVAL RATING	"O"	

COMMENTS AND RECOMMENDATIONS FOR DEVELOPMENT PURPOSES :

As Head of the Technical Services, she is tasks to help the Chief Librarian to fast track the Acquisition of books and she responded well.

Evaluated and Rated by:

VICENTE A. GILOS

Chief Librarian

Date: _____

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

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

PERFORMANCE MONITORING FORM

January to June 2020


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	Catalogs and Classifies books			June	June	VS	VS	
2								
3								
4								
5								
6								
7								

* 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 to June 2020**

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

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.	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	80 / 17				
Average Score	4.70				

Overall recommendation : _____


VICENTE A. GILOS
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

January to June 2020

Name of Employee: GERALDINE T BARO

Performance Rating: _____

Aim: To be equipped and be trained to provide RFID tags newly acquired books and the collection

Proposed Interventions to Improve Performance: To attend specific training.

Date: Jan .2020 Target Date: March 2020

First Step: The librarian requested online training from Follett's software agent (EISI).

Other librarians were also invited to attend such training/ webinar.

Result: The webinar was conducted and all librarians were able to attend. The electronic gadgets for online cataloguing, automated circulation as well as the RFID gate were tested for functionality during the webinar.

Date: Jan. 2020 Target Date: June 2020

Next Step: The librarian to provide RFID tags to the newly acquired books as well as other books at the library.

Outcome: The process is continuous and with coaching from the RFID Tags provider.

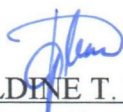
Final Step/Recommendation:

Prepared by:



VICENTE A. GILOS
Unit Head

Conforme:



GERALDINE T. BARO
Name of Ratee Faculty/Staff