



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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	4.77	70%	3.34
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.65	30%	1.40
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING: 4.74

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.74

ADJECTIVAL RATING: "O"

Prepared by: *A. M. Dag-Uman*
AIREEN M. DAG-UMAN
Name of Staff *oibul 23*

Reviewed by: *V. A. Gielos*
VICENTE A. GILOS *oibul 23*
Department/Office Head

Recommending Approval:

N/A
Dean/Director

Approved:

A. A. Villocino
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 **JULY TO DECEMBER 2022**.

GERALDINE TUMULAK-BARO

Ratee *01/04/23*

Approved:

VICENTE A. GILOS

Head of Unit *01/04/23*

MFO & PAPs	Success Indicators	Tasks Assigned	2022 Target (JULY- DECEMBER)	Actual Accomplishme nt	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OCL MFO 2	PI 1 Number of requested items reviewed and approved as TWG	Extension Services	25 items	75 items	5	5	5	5	
	PI 2 Number of minutes of meeting prepared for OVPSAS	Extension Services	1	2	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	2	5	5	4	4.67	
VPSAS STO4: INNOVATIONS & BEST PRACTICES									
	PI 1 No. of new systems/innovations/ proposals introduced and implemented	Technical Services	1 proposal	1	5	4	4	4.33	
	PI 2 No. of hours spent in preparing,	Technical Services	40 hours	72 hours	5	4	5	4.67	

	editing and production of the newsletter								
	PI 3 No. of draft/s made for the Library Manual revision	Technical Services	1 draft	1 draft	5	4	5	4.67	
OCL MFO 3 TECHNICAL SERVICES	PI 1 Number of library materials acquired, cataloged/reclassified, encoded, barcoded, and RFID provided	Technical Services	250 volumes	459 volumes	5	5	5	5	
	PI 2 Number of DLM entries reviewed, edited and updated	Technical Services	100 entries	275 entries	5	5	5	5	
	PI 3 Number of copies of New Acquisitions List prepared and disseminated	Technical Services	15 copies	25 copies	5	5	4	4.67	
	PI 4 Number of PPMPs/PRs prepared, signed and submitted	Technical Services	5 PPMPs/PRs	11 PPMPs/PRs	5	5	5	5	
	PI 5 Number of documents prepared for AACUP, CHED, ISO, etc. requirements	Technical Services	30 documents	40 documents	5	5	4	4.67	
	PI 6 Number of bibliographies prepared for accreditations and other purposes	Technical Services	10 bibliographies	15 bibliographies	5	5	4	4.67	
	PI 7 Number of hours spent in inventory, shelf-reading and re-shelving	Technical Services	40 hours	40 hours	5	5	5	5	

OCL MFO 4 Readers Services	PI 1 No. of hours spent on special duties at the Circulation Unit	Frontline Services	50 hours	85 hours	5	5	5	5	
	PI 2 No. of clients' online queries responded	Readers Services	10	15 queries	5	5	4	4.67	
OCL MFO 5 Repository Services	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	Assigned as a cashier
	PI 2 No. of special collection acquired and processed	Repository Services	3 titles	5 titles	5	5	4	4.67	
OCL MFO 6 Programs/Trainings and Activities	PI 1 No. activities, meetings, programs, assisted, facilitated	Support Services	2	2 activities, meetings, programs	5	4	5	4.67	
	PI 2 No. of trainings, webinars attended/facilitated	Support Services	2	2 trainings/webinars attended	5	4	4	4.33	
OCL MFO 7 Support to Program and Institutional Accreditation Services	PI 1 Number of sets of supporting documents prepared for AACUP, RQAT, COPC, etc. Survey Visits	Support Services	2	5 sets	5	4	5	4.67	
UMFO 6 – GENERAL ADMINISTRATION AND SUPPORT SERVICES									
Frontline Services	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	
Admin. and Facilitative Services	PI 2 Number of sections supervised, monitored and coordinated	Admin. and Facilitative Services	1 sections	2 sections	5	5	4	4.67	

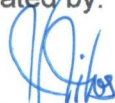
Support Services	PI 3 No. of official documents prepared, reviewed, issued, acknowledged, authenticated and inspected	Support Services	25 official documents	35 official documents	5	5	5	5	
Total Over-all Rating					105.03				
Average Rating					4.77				
Adjectival Rating					"O"				

Average Rating (Total Over-all rating divided by 22)	4.77	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.77	
ADJECTIVAL RATING	"O"	

Comments & Recommendations for Development Purpose:

she has shown passion and strong commitment to her career and work. she is the type of person who speaks of what is on her mind.

Evaluated & Rated by:



VICENTE A. GILOS

Dept./Unit Head

Date: 01/04/23

Approved by:



ALELI A. VILLOCINO

VP for Student Affairs and Services

Date: _____

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

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	Encodes the Existing book collection to DLM and each book provided with barcode, RFID in preparation for implementation of online book circulation	250	July 1, 2022	December 2022	December 29,2022	Very impressive	Outstanding	
2	Prepares and compiles supporting documents for,COPC and AACUP Survey visits	40	July 1, 2022	December 2022	September 30, 2022	Very impressive	Outstanding	
3	Prepares and submits PPMP/PR for the acquisition of Library Materials	5	July 1, 2022	December 2022	December 29,2022	Very impressive	Outstanding	
4	Catalogs and classifies new acquired library materials	250	July 1, 2022	December 2022	December 29,2022	Very impressive	Outstanding	

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

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

Prepared by:


VICENTE A. GILOS 01/04/23
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

 Rating Period: JULY-DECEMBER 2022

 Name of Staff: GERALDINE T. BARO

 Position: COLLEGE LIBRARIAN II

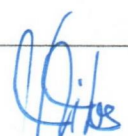
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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.	<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. 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.	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	4.65				

Overall recommendation : _____


VICENTE A. GILOS 01/04/23
 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: July 2022 Target Date: July 2022

First Step:

To improve her supervisory skills, she needed to attend seminar related to staff Management. She attended the POAP seminar last July 6-8, 2022.

Result:

She earned certificate and skills.

Date: **November 2022** Target Date: **November 25, 2022**

Next Step:

As license librarian she needs to attend the PLAI Congress 2022.

Outcome: _____


Final Step/Recommendation:

Prepared by:


VICENTE A. GILOS

Unit Head *01/04/23*

Conforme:


GERALDINE T. BARO
Name of Ratee Faculty/Staff