VISAYAS STATE UNIVERSITY

UNIVERSITY LEARNING COMMONS (LIBRARY)
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7512; Local 1055
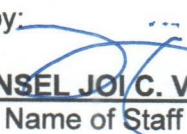Email: library@vsu.edu.ph
Website: www.vsu.edu.ph

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	4.69	70%	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.59	30%	1.38
TOTAL NUMERICAL RATING			**4.69**

TOTAL NUMERICAL RATING: 4.69
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING   4.69

ADJECTIVAL RATING: "O"

Prepared by:

JANSEL JOI C. VILLAS
Name of Staff

Reviewed by:

VICENTE A. GILOS
Department/Office Head

Recommending Approval:

N/A
Dean/Director

Approved:

ALELI A. VILLOCINO
Vice President-Students Affairs
and Services

Vision: A globally competitive university for science, technology, and environmental conservation.
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INDIVIDUAL PERFORMANCE ACCOMPLISHMENTS & REVIEW (IPAR) FORM

I, **GERALDINE T. BARO,** of the **UNIVERSITY LEARNING COMMONS (LIBRARY)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JULY TO DECEMBER 2023.**

GERALDINE TUMULAK-BARO
Ratee
JAN 1 8 2024

Approved: VICENTE A. GILOS
Chief Librarian
JAN 2 2 2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target January-December 2023	Actual Accomplishment	Q[1]	E[2]	T[3]	A[4]	Remarks
VSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
LS STO 1 : ISO 9001:2015 aligned documents and compliant processes	P1 1.1 No. of quality procedures drafted, reviewed and/ or revised	Technical Services	1	2	5	4	4	4.33	
	PI 2.Percentage of 5S implementation at the workplace	Technical Services	90%	**95%**	5	4	5	4.67	
VPSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
LS STO 2 ARTA aligned compliance and Reporting requirements	P1 2 Citizen's Charter Compliance: a. Citizen/client satisfaction survey report	Frontline Services	90% satisfied	95%	5	4	5	4.67	
VSAS STO4: INNOVATIONS & BEST PRACTICES									
	PI 1 No. of new systems/innovations/	Technical Services	1	1 proposal	4	4	4	4	

	proposals introduced and implemented								
	PI 2.1 No. of newsletter articles authored	Technical Services	1	N/A					Claimed last Jan-June
	PI 2.2 No. of hours spent in editing, preparation and production of the newsletter issues	Technical Services	48 hours	N/A					Claimed last Jan-June
VSAS MFO LS (for Library Services)									
LS 1 **Technical Services**	PI 1.1 No. of books catalogued and/or reclassified.	Technical Services	200 volumes	321 Volumes	5	4	5	4.67	
	PI 1.2 No. of books encoded, barcoded and RFID provided	Technical Services	200 volumes	474 volumes	5	5	4	4.67	
	PI 1.3 No. of DLM entries reviewed, edited and/or updated	Technical Services	250 entries	805 entries	5	5	5	5	
	PI 3.1 No. of e-copies of theses/dissertations received and saved into database	Repository Services	10 e-copies	87 e-copies	5	4	5	4.67	
	PI 7.1 No. of hours spent for inventory of books	Technical Services	80 hours	NA					Inventory done thru barcode scanning
	PI 10. No. of copies of New Acquisitions Lists prepared and disseminated	Technical Services	16 copies	NA					Claimed last Jan-June

LS 2 **Reader's Services**	PI 1.1 No. of hours rendered at the Circulation Unit (Special Duties)	Readers Services	120 hours	120 hours	5	5	5	5	
	PI 2.1 No. of online/onsite reference queries responded	Readers Services	10 queries	20 queries	5	5	5	5	
	PI 3 No. of library orientation and instruction conducted	Reader's Services	2 slots	N/A					No request/sche dule from DLABS
LS 3 **Repository Services**	PI 2.1 No. of materials for ViSCaiana (special collection) checked and collated	Repository Services	2 titles	2 titles	5	4	4	4.33	
LS 4 **Programs/Training and Activities**	PI 1. No. of activities, meetings, programs attended/ assisted/facilitated	Facilitative Services	6 activities, meetings, etc.	14 meetings	5	4	5	4.67	
	PI 2. No. of trainings/ webinars attended/facilitated	Facilitative Services	2 trainings	3 trainings	5	5	5	5	
LS 5 **Support to Quality Assurance, Program and Institutional Accreditation Services**	PI 1 No. of sets of supporting documents prepared for AACCUP, RQAT, COPC, etc. Survey Visits	Support Services	2 sets	10 sets	5	5	5	5	
	PI 2.1 No. of subject bibliographies with list of journals prepared	Librarians	2 subject bibliographies	15 subject bibliographies	5	5	5	5	
UMFO 6 – GENERAL AMINSTRATION AND SUPPORT SERVICES									

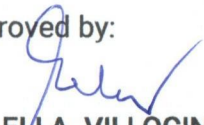|									
LS GASS 1 **Frontline Services**	PI. 1 Efficient & customer friendly frontline service: Zero percent complaint from clients served	Frontline Services	0% complaint	0% complaint	5	4	5	4.67	
LS GASS 2 **Admin. and Facilitative Services**	PI 2.1 No. of units supervised, monitored and coordinated	Admin. and Facilitative Services	2 units	3 units	5	4	4	4.33	
	PI 2.2 No. of Official documents prepared, issued, acknowledged, signed, authenticated and inspected	Admin. and Facilitative Services	100 Official documents	85 Official documents	5	5	5	5	
	PI 3. No. of committee meetings attended and/or facilitated	Admin. and Facilitative Services	2 meetings	6 meetings	5	5	5	5	
	PI 4. 1 No. of requests, evaluated, verified and approved as TWG	Admin. and Facilitative Services	10 requests	5 requests	5	4	4	4.33	
	PI 4.2 No. of minutes of meeting prepared	Admin. and Facilitative Services	2 minutes of meetings	4 minutes of meetings	5	5	5	5	
	PI 5. No. of PPMPs/PRs prepared, signed and submitted	Admin. and Facilitative Services	6 PPMPs/PRs	18 PPMPs/PRs	4	5	5	4.67	
LS GASS 3 **Student Assistantship Management Services**	PI. 1.1 No. of student assistant/s supervised	Admin. and Facilitative Services	1 student assistant	6 student assistants	5	5	5	5	6 student assistants who were trained and to encoded books into DLM

Total Over-all Rating		108.68	
Average Rating		4.73	
Adjectival Rating		O	

Average Rating (Total Over-all rating divided by)	4.73	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.3	
ADJECTIVAL RATING	O	

Comments & Recommendations for Development Purpose:

She has the desire to learn more on the aspects of supervision and management.

Evaluated & Rated by:

VICENTE A. GILOS
Chief Librarian

Date: _____ 2 2 JAN 2024 _____

Approved by:

ALELI A. VILLOCINO
VP for Student Affairs and Services

Date: _____ 2 5 JAN 2024 _____

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

Exhibit I

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	100 volumes	July 1, 2023	December 29, 2023	December 29, 2023	Very impressive	Outstanding	
2	Prepares and compiles supporting documents for,COPC and AACCUP Survey visits	1 set	July 1, 2023	December 29, 2023	December 29, 2023	Very impressive	Outstanding	
3	Prepares and submits PPMP/PR for the acquisition of Library Materials	3 PPMPs/ PRs	July 1, 2023	December 29, 2023	December 29, 2023	Very impressive	Outstanding	
4	Catalogs and classifies new acquired library materials	100 volumes	July 1, 2023	December 29, 2023	December 29, 2023	Very impressive	Outstanding	

*Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

VICENTE A. GILOS
Chief Librarian

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VISAYAS STATE UNIVERSITY

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY - DECEMBER 2023
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

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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		**56**			

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		**22**			
	Average Score		**4.59**			

Overall recommendation	:	

VICENTE A. GILOS
Printed Name and Signature
Chief Librarian

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GERALDINE T. BARO**
Performance Rating: JULY - DECEMBER 2023

Aim:

Proposed Interventions to Improve Performance:

Date: December 2023   Target Date: January 2024

First Step:
More training on newsletter editing and lay outing is recommending to enhance her interest as editor of the library newsletter.

Result:
Recommended to attend training which is related to the above-mentioned topic.

Date: _____   Target Date: _____

Next Step:
_____
_____
_____

Outcome: _____

Final Step/Recommendation:
_____
_____
_____

Prepared by:

VICENTE A. GILOS
Unit Head

Conforme:

GERALDINE T. BARO
Name of Ratee Faculty/Staff