



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	4.79	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.71	30%	1.41
TOTAL NUMERICAL RATING			4.79

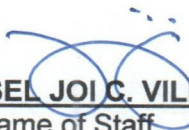
TOTAL NUMERICAL RATING: 4.79

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.79

ADJECTIVAL RATING: "O"

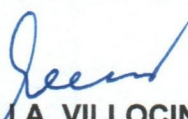
Prepared by: 
JANSEL JOI C. VILLAS
Name of Staff

Reviewed by: 
VICENTE A. GIROS
Department/Office Head

Recommending Approval:

N/A
Dean/Director

Approved:


ALELI A. VILLOCINO
Vice President-Students Affairs
and Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GERALDINE T. BARO**, of the University Learning Commons (Library) commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2023


GERALDINE TUMALAK-BARO
Ratee

Approved:


VICENTE A. GILOS
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target Jan-June 2023	Actual Accomplishment	Rating				Remarks
					Q 1	E ²	T ³	A ⁴	
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						August 2023
	PI 2.Percentage of 5S implementation at the workplace	Technical Services	90%	95%	4	5	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/ proposals introduced and implemented	Technical Services	1	1	5	5	4	4.67	
	PI 2.1 No. of newsletter articles authored	Technical Services	1						July 2023

	PI 2.2 No. of hours spent in editing, preparation, and production of the newsletter issues	Technical Services	24	24	5	4	5	4.67	
VSAS MFO LS (for Library Services)									
LS 1 Technical Services	PI 1.1 No. of books cataloged and/or reclassified.	Technical Services	100 volumes	421 volumes	4	5	5	4.67	
	PI 1.2 No. of books encoded, barcoded and RFID provided	Technical Services	100 volumes	275 volumes	4	5	5	4.67	
	PI 1.3 No. of DLM entries reviewed, edited, and/or updated	Technical Services	125 entries	547 entries	5	5	5	5	
	PI 3.1 No. of e-copies of theses/dissertations received and saved into the database	Repository Services	20 e-copies						Jul to Dec
	PI 7.1 No. of hours spent on the inventory of books	Technical Services	80 hours						Jul to Dec
	PI 10. No. of copies of New Acquisitions Lists prepared and disseminated	Technical Services	8 copies	20 copies	5	5	5	5	
LS 2 Reader's Services	PI 1.1 No. of hours rendered at the Circulation Unit (Special Duties)	Readers Services	90 hours	120 hours	5	5	5	5	
	PI 2.1 No. of online/onsite reference queries responded	Readers Services	5 queries	20 queries	5	5	5	5	
	PI 3 No. of library orientation and instruction conducted	Reader's Services	1 slot	2 slots	5	5	5	5	
LS 3 Repository Services	PI 2.1 No. of materials for ViSCaiana (special collection) checked and collated	Repository Services	1 title	2 titles	5	5	4	4.67	

LS 4 Programs/Training and Activities	PI 1. No. of activities, meetings, programs attended/assisted/facilitated	Facilitative Services	1 program	14 meetings	5	5	5	5	
	PI 2. No. of training/webinars attended/facilitated	Facilitative Services	1 training	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 AACUP, RQAT, COPC, etc. Survey Visits	Support Services	1 set	10 sets	5	5	5	5	
	PI 2.1 No. of subject bibliographies prepared	Librarians	1 subject bibliography	10 subject bibliographies	5	5	5	5	
UMFO 6 – GENERAL ADMINISTRATION AND SUPPORT SERVICES									
LS GASS 1 Frontline Services	PI. 1 Efficient & customer-friendly frontline service: Zero percent of complaints from clients served	Frontline Services	0% complaint	0% complaint	4	5	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	2 units	5	4	5	4.67	
	PI 2.2 No. of Official documents prepared, issued, acknowledged, signed, authenticated, and inspected	Admin. and Facilitative Services	50 Official documents	75 Official documents	4	4	5	4.33	
	PI 3. No. of committee meetings attended and/or facilitated	Admin. and Facilitative Services	1 meeting	5 meetings	5	5	5	5	
	PI 4. 1 No. of requests, evaluated, verified, and approved as TWG	Admin. and Facilitative Services	5 requests	10 requests	4	5	5	4.67	
	PI 4.2 No. of minutes of meetings prepared	Admin. and Facilitative Services	1 minute of meeting	3 minutes of meetings	4	5	5	4.67	

	PI 5. No. of PPMPs/PRs prepared, signed, and submitted	Admin. and Facilitative Services	3 PPMPs/PRs	10 PPMPs/PRs	5	5	5	5	
LS GASS 3 Student Assistantship Management Services	PI. 1.1 No. of student assistant/s supervised	Admin. and Facilitative Services	1 student assistant	2 student assistants	4	5	5	4.67	
Total Over-all Rating								116.03	

Average Rating (Total Over-all rating divided by 4)		4.83
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.83
ADJECTIVAL RATING		Outstanding

Comments & Recommendations for Development Purpose:
Her strength as librarians is her being passionate and committed to her work. She Also exhibited a desire to learn more on the aspects of supervision and management.

Evaluated & Rated by:

VICENTE A. GILOS

Dept./Unit Head

Date: 07/24/23

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	100	Jan 2023	June 2023	June 30, 2023	Very impressive	Outstanding	
2	Prepares and compiles supporting documents for, COPC and AACCUP Survey visits	1 set	Jan 2023	June 2023	June 30, 2023	Very impressive	Outstanding	
3	Prepares and submits PPMP/PR for the acquisition of Library Materials	3	Jan 2023	June 2023	June 30, 2023	Very impressive	Outstanding	
4	Catalogs and classifies new acquired library materials	100	Jan 2023	June 2023	June 30, 2023	Very impressive	Outstanding	

* 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 - JUNE 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
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					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	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					23
Average Score					4.71
Overall recommendation	:				

VICENTE A. GILOS
Printed Name and Signature
Chief Librarian

EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating: JANUARY - JUNE 2023

Aim:

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

It is suggested that she will be exposed a training on Enhancing Management
on Supervisory Skills.

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