

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
(VSU UNIVERSITY LIBRARY)
JULY – DECEMBER 2018**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	4.73 X .70%	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.88	3.88 X .30%	1.16
TOTAL NUMERICAL RATING			4.47


TOTAL NUMERICAL RATING: **4.47**

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____


ADJECTIVAL RATING: **"VS"**

Prepared by: _____ Reviewed by: _____


GERALDINE T. BARO
Name of Staff


ANDRELI D. PARDALES
Department/Office Head *(du 170)*

Approved: _____


BEATRIZ S. BELONIAS
VP - 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 July to December 2018.

G. Baro
GERALDINE T. MULAK-BARO
 Ratee

Approved:


Andreli D. Pardaless
ANDRELI D. PARDALES
 Head of Unit *CU 1/30*

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2018 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 5 Support to Operations (STO)										
LIBMFO 5	Library Services	PI 1 Number of journals, magazines, and newspapers issues received, collated and recorded	Technical Services	100 issues	141 issues	4.5	4.5	5	4.66	
		PI 2 Number of indexes prepared (journals/magazines/publications)	"	400 indexes	478 indexes	4.5	4.5	4.5	4.5	
		PI 3 Number of newspaper clippings checked and indexed for vertical files	"	120 clippings	161 clippings	4.5	4.5	4.5	4.5	
		PI 4 Number of journal articles encoded into the library system (DLM)	"	200 articles	239 articles	5	5	5	5	
		PI 4 Number of subject bibliographies completely prepared for update and for accreditation purposes	"	5 courses	9 courses	4.5	5	4.5	4.66	
		PI 5 Number of hours rendered for special duties at the Circulation Unit	Frontline Services	100 hours	130 hours	5	4.5	4.5	4.66	
		PI 6 Percentage of queries from students/researchers/ walk- in library users adequately responded	"	100%	100%	5	5	5	5	
UMFO 8 Development Broadcasting & Communication Services										
LIBMFO 2	Extension Services	PI 1 Number of Annals of Tropical Research (ATR) sent for Gift and Exchange partners	Research and Extension Services	45 ATRs	58 ATRs	4.5	4.5	5	4.66	
		PI 2 Percentage of accomplishment for Gift and Exchange communication	"	100%	100%	5	5	5	5	

Average Rating (Total Over-all rating divided by 9)	42.64	
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.73	
ADJECTIVAL RATING	"O"	

COMMENTS AND RECOMMENDATIONS FOR DEVELOPMENT PURPOSES
 Encouraged to finish her Masteral studies and is recommended to still head the Serials section, as Ms. Baro has graduated in her MSLIS degree.

Evaluated & Rated by:


ANDRELI D. PARDALES
 Chief Librarian *du 1/27/10*


BEATRIZ S. BELONIAS
 VP - Instruction

Date: _____

Date: _____

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

Annex O

Instrument for Performance Effectiveness of Administrative Staff
Rating Period: July – December 2018

Name of Staff: GERALDINE T. BARO

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					66 / 17
Average Score					3.88

Overall recommendation : _____



ANDRELI D. PARDALES
 Name of Head *ADP*

Exhibit I

PERFORMANCE MONITORING FORM
 JULY – DECEMBER 2018


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	Make bibliography for AACCUP	Programs	Aug. 23, 2018	Aug. 23, 2018		VS	VS	Willingly accomplished
2								
3								
4								

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

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

Prepared by:


ANDRELI D. PARDALES
 Chief Librarian *Dec 1/30*

EMPLOYEE DEVELOPMENT PLAN

July – December 2018

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

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: To take the place of the Library's publications: Newsletter and New Acquisitions (Bi-annually)

Result: Willing to take over responsibilities given her.

Date: _____ Target Date: _____


Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:

Conforme:


GERALDINE T. BARO
Name of Ratee Faculty / Staff


ANDRELI D. PARDALES
Unit Head 