



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.69	70%	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.41	30%	1.32
TOTAL NUMERICAL RATING			4.60


TOTAL NUMERICAL RATING: 4.60
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.60

ADJECTIVAL RATING: "O"

Prepared by:

Reviewed by:


CRISILDA MARIE C. ROBLE
Name of Staff

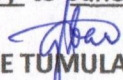

VICENTE A. GIROS
Department/Office Head

Approved:

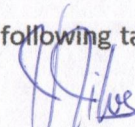

ALELI A. VILLOCINO
Vice President – Students Affairs
And Services

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 2021


GERALDINE TUMALAK-BARO
Ratee

Approved:


VICENTE A. GILOS
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target 2021	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OCL MFO 1 ISO 9001:2015 aligned documents	PI 1.1 No. of quality procedures prepared or reviewed for revision	ISO 9001:2015 aligned documents	1 quality procedure	2 quality procedures	5	4	5	4.67	
OCL MFO 2 Expert Services	PI 1.3 Number of requested items reviewed and approved as TWG	Expert Services	5	8 requested items	5	4	5	4.67	
	PI 1 Number of articles authored	Expert Services	1	1 article	5	5	4	4.67	
	PI 1.2 Number of articles reviewed and edited	Expert Services	2	4 articles	5	5	5	5	
	PI 1.3 Number of copies of newsletter printed	Expert Services	2	4 copies of newsletter	5	5	4	4.67	
	PI 1.4 Number of hours spent in preparing, editing and production of newsletter	Expert Services	20	48 hours	5	5	5	5	

OCL MFO 3 Technical Services	PI 1 Number of library materials catalogued and classified and/or re-classified	Technical Services	250 library materials	343	5	4	4	4.33	
	PI 1.4 Number of books provided with shelf list cataloging description	Technical Services	100 books	162	5	4	4	4.33	
	PI 1.5 Number of PPMPs prepared	Technical Services	5 PPMPs	8	5	4	5	4.67	
	PI 6. Number of PRs prepared	Technical Services	5 PRs	8	5	4	5	4.67	
	PI 1.7 Number of PPMPs signed	Technical Services	5 PPMPs	8	5	4	5	4.67	
	PI 1.8 Number of PRs signed	Technical Services	5 PRs	8	5	4	5	4.67	
	PI 1.9 Number of New Acquisitions List prepared	Technical Services	1 New Acquisitions List	2	5	5	5	5	
	PI 3.1 Number of library materials encoded to the database	Technical Services	250 library materials	375	4	5	5	4.67	
	PI 3.2 No. of library materials provided with barcode	Technical Services	250 library materials	362	4	5	5	4.67	
	PI 3.3 Number of library materials provided with RFID	Technical Services	250 entries	282	4	5	5	4.67	
	PI 3.4 Number of entries in DLM reviewed, edited and updated	Technical Services	100 entries	135	4	5	5	4.67	
	PI 4.1 Number of documents prepared for AACUP, CHED, ISA, ISO, etc.	Technical Services	20 documents	35	4	5	5	4.67	

	accreditations/requirements								
	PI 5.1 No. of bibliographies prepared for accreditations and other purposes	Technical Services	15 bibliographies	18 Bibliographies (major courses included)	5	4	4	4.33	
	PI 8.1 Number of hours spent in doing inventory	Technical Services	80 hours	N/A					For July 2021 only
	PI 8.2 Number of hours spent in doing shelf reading and shelving	Technical Services	80 hours	N/A					
	PI 9.1 Number of hours spent in preparing and production of Acquisitions List	Technical Services	20 hours	48 hours	5	5	5	5	
	PI 9.2 Number of pages of New Acquisitions List printed	Technical Services	30 pages	80 pages	4	5	5	4.67	
OCL MFO 5 Repository Services	PI 2.1 Number of e-copies of theses/dissertations received and saved to storage	Repository Services	25 e-copies	13 e-copies	3	4	4	4.33	e-copies are accepted at the frontline services due to pandemic
OCL MFO 6 Administrative and Support Services Management	PI 1 No. of official documents prepared, signed, issued, acknowledged, authenticated and inspected	Administrative and Support Services Management	20 official documents	30 official documents	5	5	5	5	

OCL MFO 7 Efficient and Customer-friendly Assistance	Efficient and Customer-friendly assistance	PI 1 Percentage of efficiency and customer-friendly frontline services	0% complaints from clients served	0% complaints from clients served	5	5	5	5	
Total Over-all Rating									

Average Rating (Total Over-all rating divided by 4)	112.7	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.69	
ADJECTIVAL RATING	"O"	

**Comments & Recommendations for
Development Purpose:**

She is dependable when it comes to
submitting non-routine reports and
documents.

Evaluated & Rated by:


VICENTE A. GILOS

Dept./Unit Head

Recommending Approval:

N/A

Dean/Director

Approved by:


ALEXI A. VILLOCINO

VP for Student Affairs and Services

Date: _____

Date: _____

Date: _____

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

PERFORMANCE MONITORING FORM

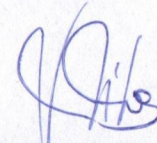
Name of Employee: Baro, Geraldine.

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	January 4, 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	Just meet the target due to priority tasks like Preparations for AACCUP, CHED RQAT/COPC
2	Collects, prepares and compiles supporting documents for Parameter C, of Area VII for AACCUP	1 parameter Completed	February 2021	April 16, 2021	April 14, 2021	Very impressive	Outstanding	
3	Prepares and produce bibliographies for the programs under AACCUP Survey and CHED-RQAT/COPC	4	February 2021	June 30, 2021	June 30, 2021	Very impressive	Outstanding	
4	Consolidates and prepares supporting Documents for CHED-RQAT/COPC and acts as focal person	34	February 2021	June 30, 2021	June 30, 2021	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 2021

Name of Staff: BARO, GERALDINE T.

Position: COLLEGE LIBRARIAN II

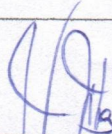
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	<u>4</u>	3	2	1
2.	Makes self-available to clients even beyond official time	5	<u>4</u>	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.	<u>5</u>	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	<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	5	<u>4</u>	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1
12.	Willing to be trained and developed	<u>5</u>	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	<u>4</u>	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	<u>4</u>	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.	<u>5</u>	4	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		75/12				
Average Score		4.41				

Overall recommendation :


VICENTE A. GILOS
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Geraldine T. Baro

Performance Rating: _____

Aim: To empower her to become a well-rounded head of the Technical Services Librarian

Proposed Interventions to Improve Performance:

Date: Jan 2021 Target Date: June 2021

First Step: She was exposed to different challenges in materials acquisition through performing the job of an acquisition librarian on top of being a cataloger and classifier.

Result: She accepted the task and performed well.

Date: _____ Target Date: _____


Next Step: She needs to attend a training or webinar on procurement.

Outcome: _____


Final Step/Recommendation:

She needs to approach the Supply Office staff when doing follow-up to know more about the process flow.

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


GERALDINE T. BARO
Name of Ratee Faculty/Staff