Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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%	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.59	30%	1.38
TOTAL NUMERICAL RATING			**4.66**

TOTAL NUMERICAL RATING: 4.66
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING   4.66

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

JANSEL JOI C. VILLAS
Administrative Aide IV

Reviewed by:

VICENTE A. GILOS
Chief Librarian

Approved:

ALELI A. VILLOCINO
Vice President for SAS

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INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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 **January to June 2024.**

GERALDINE TUMULAK BARO
Ratee
2 3 JUL 2024

Approved: **VICENTE A. GILOS**
Head of Unit
2 5 JUL 2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target January - December 2024	Actual Accomplishment	Q¹	E²	T³	A⁴	Remarks
UMFO 1. WORLD CLASS EDUCATION									
VSAS MFO 1.1 Efficient and Effective Library Services									
LS 1 **Library Administration**	PI 4.1 No. of drafts reviewed, edited and/or revised (For Library Manual/Handbook	Review and revision of the Library Manual/ Handbook	1 draft	1draft					July - December 2024
	P1 4.2 No. of quality procedures drafted, reviewed, and/or revised	Quality procedure review and document control	2 procedures	1 procedure	5	5	4	4.67	
LS 2 **Technical Services**	PI 1.1 No. of books cataloged and/or classified.	Cataloging and classification	200 volumes	458 volumes	5	5	4	4.67	
	PI 1.2 No. of books encoded, barcoded and/or RFID provided	Encoding and tagging of books and library resources	200 volumes	381 volumes	5	5	4	4.67	
	PI 1.3 No. of DLM entries reviewed, edited, and/or updated	DLM Data validation	250 entries	257 entries	4	5	5	4.67	

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	PI 10. No. of copies of New Acquisitions Lists prepared and disseminated	Collection management	16 copies	26 copies	5	5	5	5	
	PI 11 No. of titles digitized (Coordinated and supervised)	Digitization of library resources	50 titles	309 titles	5	5	4	4.67	
	PI 2.1 No. of newsletter articles authored and/or edited	Newsletter production	2 article	3 articles	4	4	4	4	
LS 3 **Readers Services**	PI 1.1 No. of hours rendered at the Circulation Unit (Special Duties)	Flexible duties (Frontline)	100 hours	82 hours	5	5	5	5	
	PI 2.1 No. of online/onsite reference queries responded	Reference service	20 queries	25 queries	5	5	4	4.67	
LS 4 **Repository Services**	PI 1.1 No. of e-copies of theses/dissertations received and saved into the database	E-theses/ dissertations archiving	40 e-copies	139 e-copies	5	5	5	5	
	PI 2.1 No. of materials for ViSCaiana (special collection) received, checked and/or collated	Archiving	2 titles	2 titles	4	4	4	4	
LS 5 **Programs/Trainings and Activities**	PI 1. No. of activities, programs attended/ assisted/facilitated	Library engagement	2 activities, meetings, etc.	12 activities	5	5	4	4.67	
	PI 2. No. of trainings/ webinars attended/facilitated	Professional development	2 trainings	6 trainings/ webinars	5	5	4	4.67	
VSAS MFO 2.1 Efficient and effective delivery of quality procedure									
Support to Quality Assurance, Program and Institutional Accreditation Services	PI 1 Percentage of accomplishment (Supporting Documents	Quality Assurance engagement	90%	98%	4	5	5	4.67	

	prepared as required for quality assurance visit)								
	PI 1.2 No. of subject bibliographies prepared and/or updated for programs under survey	Bibliographic support	4 Bibliographies	5 bibliographies (programs)	5	5	5	5	
	PI 3. Number of technical/expert services provided/rendered i.e. acting as Evaluator, Internal Quality Assurance Auditor/Accreditor.	Quality Assurance engagement	1	1					July - December 2024

VSAS MFO 3.1   Efficient and effective conduct of student support activities

	PI 3 No. of Library orientation/ instructions conducted	Library instruction	2 session of orientation and/or instruction conducted	N/A					July - December 2024

UMFO 2. General Administration and Support Services

OVPSAS STO 2.2. Percentage of documents and records received and systematically filed and recorded within the day of receipt.

	Number of correspondence/ letter requests/documents received, responded, and filed.	Correspondence management	20 letters/ documents	15 letters/ documents	4	5	5	4.67	

OVPSAS STO 2.3. Percentage of clients served that rated the services rendered at least very satisfactory or higher

	PI. 1 Efficient & customer-friendly frontline service: Zero percent of complaints from clients served	Frontline Services	0% complaint	0% complaint	5	5	5	5	

OVPSAS STO 2.4. Percentage of administrative services and financial/ administrative documents acted within time frame

Admin. And Facilitative Services	PI 1 No. of units supervised, monitored and coordinated	Admin. And Supervisory Services	2 units	2 units	4	5	5	**4.67**	
	PI 2.1 No. of Official documents prepared, issued, acknowledged, signed, authenticated and inspected	Admin. And Facilitative Services	100 Official documents	105 Official documents	5	4	5	**4.67**	
	PI 2.2 No. of minutes of meetings prepared	Preparation of minutes	2 minutes of meetings	2 minutes of meetings	5	5	4	**4.67**	
	PI 4. No. of requests, evaluated, verified, and approved as TWG	Procurement review	20 requests	16 requests	5	5	4	**4.67**	
	PI 5. No. of PPMPs/PRs prepared, signed, and/or submitted	Procurement preparation	16 PPMPs/PRs	13 PPMPs/PRs	4	5	5	**4.67**	
Student Assistantship Management Services	PI. 1.1 No. of student assistant/s supervised	Admin. & Supervisory Services	1 student assistant	2 Student Assistants	4	5	5	**4.67**	

OVPSAS STO 2.5. No. of council/board/committee assignments served/functions performed

	PI 3. Number of committee meetings attended and/or facilitated	Committee involvement	6 meetings	5 meetings	5	4	5	**4.67**	

OVPSAS STO 2.6. No. of unit heads/staff meetings presided

	Number of meetings attended and/or presided	Staff meeting involvement	10 meetings	6 meetings	5	4	5	**4.67**	

OVPSAS STO 2.8. Number of quality procedures revised/updated/registered at the Quality Assurance Center

	P1 1. No. of quality procedures prepared, reviewed and/or revised	ISO Quality Management	2	2 quality procedures	5	5	5	5	

OVPSAS STO 2.12 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit									
	PI 1. Percentage of 5S implementation at the workplace	ISO Quality Management	95%	98%	5	5	4	**4.67**	
Total Over-all Rating	126.73								

		Comments & Recommendations for Development Purpose:
Average Rating (Total Over-all rating divided by 27)	4.69	
Additional Points:		**With her desire to learn more about supervision and management, training on related topics is suggested for her to attend.**
Approved Additional points (with copy of approval)		
FINAL RATING	4.69	
ADJECTIVAL RATING	O	

Evaluated & Rated by:

VICENTE A. GILOS
Dept./Unit Head
Date: 2 5 JUL 2024

Approved by:

ALELI A. VILLOCINO
VP for Student Affairs and Services
Date: JUL 2 5 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	Choose and obtain relevant resources for the library.	200 volumes	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Very Impressive	Outstanding	
2	Organize and prepare newly acquired materials for use by students and staff.	98% efficiently organized	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Very Impressive	Outstanding	
3	Compile and maintain bibliographic listings for stakeholder information and accreditation purposes.	100% complied	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Very Impressive	Outstanding	
4	Prepare necessary documentation for AACCUP accreditation, particularly for Parameter C.	100% complied	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	Very Impressive	Outstanding	
5	Oversee, guide, and support Technical Services staff in their professional development.	98% efficiently managed	Jan 2, 2024	Jun 28, 2024	Jun 28, 2024	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

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GERALDINE T. BARO**
Performance Rating: **JANUARY - JUNE 2024**

Aim: _____

Proposed Interventions to Improve Performance:

Date: **JANUARY 2024**   Target Date: **JUNE 2024**

First Step: Training on newsletter editing and lay outing is recommended to enhance her skills as editor of the library newsletter

Result: _____

Date: **JULY 2024**   Target Date: **DECEMBER 2024**

Next Step: Training on the conduct of AACCUP accreditation is suggested.

Outcome:_____

Final Step/Recommendation:

_____

Prepared by:

VICENTE A. GILOS
Chief Librarian

Conforme:

GERALDINE T. BARO

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY-JUNE 2024**
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

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		Scale				
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		**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
Immediate Supervisor