



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 | 4.64 | 4.64 X 70% | 3.24 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.64 | 4.64 X 30% | 1.40 |
| TOTAL NUMERICAL RATING | | | 4.64 |

TOTAL NUMERICAL RATING: 4.64

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.64

ADJECTIVAL RATING: "O"

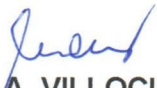
Prepared by:


GERALDINE T. BARO
Name of Staff

Reviewed by:


VICENTE A. GILOS
Department/Office Head

Approved:


ALELI A. VILLOCINO
Vice President for Students Affairs &
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 July to December 2020

GERALDINE TUMULAK-BARO

Ratee

Approved:

VICENTE A. GILOS

Head of Unit

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|---|---|-----------------------------|--------------------------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| LIBMFO 2 Expert Services | PI 1 Number of free e-books/e-journals found, verified, downloaded and/or provided to library stakeholders during COVID-19 period | Expert Services | 25 eBooks | 35 eBooks | 5 | 5 | 4 | 4.67 | |
| | PI 2 No. of expert services provided/rendered (i.e. acting as an alternate dDRC and TWG) | Expert Services | Once every rating period | 2 expert services | 4 | 5 | 4 | 4.33 | |
| LIB MFO 3 Technical Services | PI 1 No. of quality procedures/manuals prepared, reviewed, edited and/or revised | Technical Services | 1 procedure manual | 1 procedure manual | 5 | 5 | 4 | 4.67 | |
| | PI 2 No. of ISO-aligned documents processed | Technical Services | 5 documents | 10 documents | 5 | 5 | 5 | 5 | |
| | PI 3 Percentage of 5S implementation at the workplace | Reader's/Frontline Services | 95% implemented | 95% implemented | 5 | 4 | 5 | 4.67 | |
| | PI 1.1 No. of volumes of library materials catalogued, re-classified, barcoded | Technical Services | 200 volumes | 265 volumes | 5 | 4 | 4 | 4.33 | |

| | | |
|--|-------|--|
| Average Rating (Total Over-all rating divided by) | 60.35 | |
| Additional Points: | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | 4.64 | |
| ADJECTIVAL RATING | "O" | |

**Comments & Recommendations
for Development Purpose:**


She works with enthusiasm and exhibits a leadership potential.

Evaluated & Rated by:


VICENTE A. GILOS

Dept./Unit Head

Approved by:


ALELI A. VILLOCINO

VP for Student Affairs and Services

Date: _____

Date: _____

Date: _____

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

PERFORMANCE MONITORING FORM

July to December 2020

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 | Downloaded free eBooks/e-journals | 25 eBooks | June 2020 | Dec 2020 | Dec 2020 | Impressive | VS | |
| 2 | Provided services as TWG and alternate dDRC | 2 expert services | June 2020 | Dec 2020 | Dec 2020 | Impressive | VS | |
| 3 | Prepared procedures manual and other ISO-aligned docs. | 1+6+5= 11 documents | June 2020 | Dec 2020 | Dec 2020 | Impressive | VS | |
| 4 | Catalogued, re-classified, books barcoded and/or RFID provided | 200 volumes | June 2020 | Dec 2020 | Dec 2020 | Impressive | VS | |
| 5 | Checked, updated /edited data of library materials in DLM | 150 volumes | June 2020 | Dec 2020 | Dec 2020 | Impressive | VS | |
| 6 | Received e-copies of theses/dissertations | 35 e-copies | June 2020 | Dec 2020 | Dec 2020 | Impressive | VS | |
| 7 | Prepared, signed, issued, acknowledged official documents | 50 documents | June 2020 | Dec 2020 | Dec 2020 | Impressive | VS | |

* 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: JULY TO DECEMBER 2020

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 | <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. | <u>5</u> | 4 | 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 | <u>5</u> | 4 | 3 | 2 | 1 |
| 11. | Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment | <u>5</u> | 4 | 3 | 2 | 1 |

| | | | | | |
|--|----------|----------|---|---|---|
| 12. Willing to be trained and developed | 5 | <u>4</u> | 3 | 2 | 1 |
| Score | Total | | | | |
| 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. | <u>5</u> | 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. | <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 | <u>5</u> | 4 | 3 | 2 | 1 |
| Total Score | 79 / 17 | | | | |
| Average Score | 4.64 | | | | |

Overall recommendation : _____



VICENTE A. GILOS
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

July to December 2020

Name of Employee: GERALDINE T BARO

Performance Rating: _____

Aim:

Proposed Interventions to Improve Performance:

Date: July 2020 Target Date: December 2020

First Step: With this Pandemic, she is encouraged in looking webinar's for continuous professional growth.

Result: She attended eight (8) relevant free webinars.

Date: July 2020 Target Date: December 2020


Next Step:

Outcome:

Final Step/Recommendation:

A webinar in relation to civil service or about Government Workers is recommended.

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


GERALDINE T. BARO
Name of Ratee Faculty/Staff