

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: LORBERT G. MAZO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.929	x 70%	3.450
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.833	x 30%	1.450
TOTAL NUMERICAL RATING			4.900

TOTAL NUMERICAL RATING: 4.900

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.900

ADJECTIVAL RATING: Outstanding

Prepared by:


LORBERT G. MAZO
Name of Staff

Reviewed by:


ARTHUR JR. TAMBONG, FPSAE
Department/Office Head

Recommending Approval:


REMBERTO A. PATINDOL, Ph.D.
Chairman, PMT

Approved:


EDGARDO E. TULIN, Ph.D.
President



Visayas State University
College of Engineering
DEPARTMENT OF AGRICULTURAL ENGINEERING
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LORBERT G. MAZO, Staff of the Department of Agricultural Engineering, 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, 2017.

LORBERT G. MAZO
Administrative Aide IV
Date: 19 June 2017

ARTHUR IT. TAMBONG, FPSAE
Department Head
Date: 19 June 2017

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/Projects	Tasks Assigned	Target	Accomplishment (Jan-June 2017)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 2	Higher Education Services	Best Practices/New Initiatives Number of maintained Center of Excellence (COE) status designated by CHED	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (COE)	1	1	5	5	5	5.0	Center of Excellence

		Number of AACUP Accreditation maintained	Updating and maintaining documents	Updates and maintains documents re AACUP	1	1	5	5	5	5	5.0	BSAE Level III Phase 2
		Number of ISO 9001:2015 applied	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	5	5	5	5.0	BSAE Level III Phase 1
MFO 6	General Admin. & Support Services (GASS)	PI 5. Number of documents attended and served	Documenting	Assists on to be signed and approved documents	25	50	5	5	5	5	5.0	Various documents
		PI 6. Number of academic lecture/laboratory rooms maintained	Documenting	Regular maintenance of the cleanliness of laboratory room	1	1	5	5	5	5	5.0	Soil and Water Laboratory Room
		PI 7. Number of heavy equipment maintained	Documenting	Regular maintenance of heavy equipment	4	4	5	5	5	5	5.0	4 Heavy Equipment maintained
		PI 9. Number of office and laboratory equipment purchased	Documenting	Encodes, prints and files all purchase requests for office/laboratory equipment	50	150	5	5	5	5	5.0	Various laboratory equipment purchased
		PI 10. Efficient and customer-friendly frontline service	Service	Serves clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	Zero complaint from clients	5	5	5	5	5.0	Served clients with courtesy; immediate response to client needs and inquiries
		PI 11. Additional outputs										
		Number of laboratory classes assisted	Service	Assists on laboratory classes	13	13	5	4	5	4	4.7	BSAE subjects
		Number of financial documents produced	Preparing/ Documenting	Prepares varied financial documents	10	15	5	5	4	5	4.7	PPMP, PRs, etc
		Number of documents delivered to offices concerned	Delivering office documents	Delivers office related documents to office concerned	250	270	5	5	5	5	5.0	Various documents
		Best practices/new initiatives:										
		Number of supporting documents prepared for the ISO Accreditation	Documentation/Recording	Facilitates the documentation and records management of the Department; Assists the College of Engineering in the ISO 9001:2015 Accreditation	5	5	5	5	4	5	4.7	ISO documents (Inventory, etc.)

	Number of New Academic Building Construction Projects Supervised	Documenting	Assists in supervising/monitoring the construction of new academic building	1	1	5	5	5	5.0	CoE Annex A Building
	Number of On-going Building Renovation Projects Supervised	Documenting	Assists in supervising/monitoring of on-going building renovation	1	1	5	5	5	5.0	CoE Annex B Building
Number of Performance Indicators Filled-up						14				
Total Over-all Rating						69.000				
Average Rating						4.929				
Adjectival Rating						Outstanding				

Received by:



Planning Officer

Date: _____

Calibrated by:



REMBERTO A. RATINDOL, Ph.D.

Chairman, PMT

Date: _____

Recommending Approval:



BEATRIZ S. BELONIAS, Ph.D

Vice Pres for Instruction

Date: _____

Approved:



EDGARDO F. TULIN, Ph.D.

President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan- June 2017

Name of Staff: Lorbert G. Maza Position: Admin. Aide

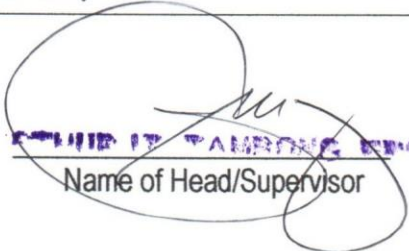
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 his work which is easily retrievable when needed.	(5)	4	3	2	1
8.	Suggests new ways to further improve his 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	58				
Average Score	4.833				

Overall recommendation : Highly Dependable.


 Name of Head/Supervisor