

Annex P

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	4.55	70%	3.19
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.64

TOTAL NUMERICAL RATING: 4.64

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.64

FINAL NUMERICAL RATING 4.64

ADJECTIVAL RATING: Outstanding

Prepared by:

LORBERT G. MAZO
Name of Staff

Reviewed by:

ELDON P. DE PADUA
Head, DABE

Recommending Approval:

JANNET C. BENCURE

Dean, CET

Approved:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs




	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*		Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero non-conformity	zero non-conformity	4	4	4	4.00	
		A 45. Compliance to all requirements of the program and institutional accreditations:		Prepares required documents and complies all requirements as prescribed in the	100%	100%	5	5	5	5.00	
		On program accreditations									
	PI 9. Additional Outputs	Number of in-house seminars/trainings/workshops/reviews conducted	Assist	Assists in preparing seminars/trainings/conventions/workshops	2	1	4	5	5	4.67	PSABE-8 Convention
		Number of in-house seminars/trainings/workshops/reviews conducted/attended	Attended	Attended various university seminars/workshops	2	1	5	5	5	5.00	
UMFO 6. General Admin. & Support Services (GASS)											
	PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services		Provides customer friendly frontline services to clients	Zero complaint from clients	0	5	5	5	5.00	
	PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *		Initiates/introduces improvements in performing functions resulting to best practice	2	1	4	4	4	4.00	
		A 48. Other outputs implementing the new normal due to covid 19		Disinfect DABE Office and posted COVID related information	100%	100%	4	4	4	4.00	
		No. of management meetings conducted	Spearheaded meeting with the College of Engineering Maintenance and Inventory Committee	Spearheaded meeting with the College of Engineering Maintenance and Inventory Committee	2	1	5	5	4	4.67	
		Number of office and laboratory equipment purchased	Documentation	Prepared purchase request	15	10	5	5	5	5	


		Number of purchase request prepared for Constructions projects	Preparation	Prepares purchase requests of construction supplies and materials		4	5	5	5	5	
		Number of Temporay Clearance/Exam Permit distributed to students		Evaluated and give out student temporary clearance/exam permit							
		Number of DABE management committee meetings facilitated	Prepares and facilitates	Facilitate in the conduct of DABE Management committee meeting,	1	1	4	4	4	4	
		Number of OPCR and IPCR prepared and finalized	Prepares and finalize	Prepares the IPCR	1	1	5	5	5	5	
		Number of committee handled	Chairman of the College Maintenance and Inventory Committe	Supervise and plan	1	1	4	4	4	4	
		Number of committee handled	Member of the College Lawn and Building Maintenance	Plan	1	1	5	4	4	4.33	
		Number of rooms utilization prepared	Preparation	Preparation of room utilization for Engineering Building	5	4	5	5	5	5	
		Number of academic lecture/laboratory rooms maintained	Documentation	Regular maintenance of the cleanliness of laboratory room	5	4	4	4	4	4	CPB 01, CPB 02, CPB 03, CPB 04 & Farm Machinery Shed
		Number of Application for CHED Center of Excellence	Documentation	Assist in preparing of documents for CHED Center of Excellence/ Center of Development in Agricultural and Biosystems Engineering	1	1	5	5	5	5	
		No. of sub-committee handled	Serves as chairman of the Sub-CET Committee on Building	Serves as chairman of the Sub-CET Committee on Building Maintenance	1	1	5	5	5	5	

		Number of times of maintenance of Supplies, materials and equipment in the CPB Laboratory Room	Maintenance of the apparatus	Maintenance of the apparatus	4 times/week	4	4	4	4	4	
		Number of committee meetings attended	Serve as member of the committee	Serve as member of the committee on Crisis Management of UDRRM	4 times/month						
Number of Performance Indicators Filled-up							20				
Total Over-all Rating							91.000				
Average Rating							4.55				
Adjectival Rating							Outstanding				
Comments & Recommendations for Development Purpose: Recommend to attend trainings / workshops to improve his skills and performance											


Evaluated and Rated by:


ELDON F. DE PADUA
 Head, DABE
 Date: 19 July 2024

Recommending Approval:


JANNET C. BENCURE
 College Dean
 Date: 24 July 2024

Approved:


ROTACIO S. GRAVOSO
 VP, Academic Affairs
 Date: 26 July 2024

PERFORMANCE MONITORING & COACHING JOURNAL

✓	1st	Q U A R T E R
✓	2 nd	
	3 rd	
	4th	

Name of Office: DABE

Head of Office: Engr. Eldon P. De Padua

Number of Personnel: 8


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Monitoring of classes conducted by DABE faculty members	Reminded the faculty members to conduct their classes regularly	Posted an announcement in the department's online communication platform			Faculty members conducted their classes regularly (through Face to face)
Monitoring of the submission of OBE Syllabus and TOS by department	Reminded the faculty members regarding the submission of Course Syllabi and TOS	Included in DABE regular meeting for the month of August and September 2023		Notice of meeting	Some of the faculty members have submitted their OBTL Syllabus and TOS
Monitoring of the submission of IPCR with targets	Reminded the faculty members to submit their IPCR with targets	Included in DABE regular meeting for the month of June		Notice of meeting	All faculty members have submitted their IPCRs with targets
Monitoring of the attendance of faculty members in the Mandatory Orientation and Re-orientation of	Reminded the assigned faculty members to attend in the Mandatory Orientation and	Posted an announcement in the department's online communication	OP Memo Circular No.22 s.2023		All assigned faculty members attended the orientation and re-orientation

Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents	Re-orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents	ion platform			event
Monitoring of faculty members' preparations for the 1 st Sem AY 2023-2024 classes	Reminded the faculty members regarding the start of classes in the 1 st Sem AY 2023-2024	Included in DABE regular meeting for the month of July 2023		Notice of Meeting	Faculty members have started the preparation of their assigned courses for the coming semester (1 st Sem AY 2023-2024)
Monitoring of the conduct of midterm exam for 1 st Sem AY 2023-2024	Reminded the faculty members regarding the conduct of midterm exam for 1 st Sem AY 2023-2024	Posted an announcement in the department's online communication platform			All faculty members conducted the midterm exam
Monitoring of the submission of midterm grades for 1 st Sem AY 2023-2024	Reminded the faculty members to submit the midterm grades of their students	Included in DABE regular meeting for the month of April		Notice of meeting	Some of the faculty members have submitted their midterm grades
Monitoring of DABE projected faculty workload	Reminded the faculty members regarding the Subject Offerings for the 1 st Sem AY 2023-2024	Included in DABE regular meeting for the month of September 2023		Notice of meeting	Distributed and monitored the projected faculty workload for 1 st Sem AY 2023-2024
Coaching					
Coaching on the conduct of classes regularly using the blended-learning strategy to DABE faculty members	Reminded the faculty members to conduct their classes regularly	Posted an announcement in the department's online communication platform	DABE Memo. No. 03 s. 2024		Faculty members conducted their classes regularly (through blended/flexible teaching-learning method)

Coaching on the preparation of OBTL Syllabus and TOS prior to submission by department	Reminded the faculty members regarding the submission of Course Syllabi and TOS	Included in DABE regular meeting for the month of August and September 2023		Notice of meeting	Majority of the faculty members have submitted their OBTL Syllabus and TOS
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Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


ELDON P. DE PADUA
 Head, DABE

Noted by:


JANNET C. BENCURE
 Dean, CET

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS						REMARKS
				1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month	
MFO 1. Advanced Education Services										
OVPI MFO 2. Graduate Study Management Services										
PI 2. Percentage of accredited graduate programs	Offering MS Program	Dept. Head and Graduate Faculty	Continuing Task							
PI 3. Number of graduate degree specializations offered and monitored	Offering MS Program	Dept. Head and Graduate Faculty	Continuing Task							
MFO 2. Higher Education Services										
PI 1. Percentage of first-time licensure exam takers that pass the licensure exams	Teaching	Dept. Head and Faculty				50 %				11 out of 22 first-time takers passed the exam
PI 2. Percentage of graduates (2 years prior) that are employed	Teaching	Dept. Head and Faculty								Tracer study for 2023 graduates is to be conducted on October 2024
PI 3. Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs	Enrolling students	Dept. Head and Faculty	Jan-June 2024	x	x	x	x	x	x	100% of the students
PI 5: Total FTE, coordinated, implemented and monitored	Offering BS Program	Dept. Head and Faculty	Continuing Task	x	x	x	x	x	x	DABE FTE for BS courses are coordinated, implemented and monitored
PI 8. Number of students advised										
<i>On thesis/field practice/special problem</i>	Advising	Dept. Head and Faculty	Continuing Task	x	x	x	x	x	x	Thesis and Field Practice
<i>No. of Approved Manuscript submitted within the</i>	Advising	Dept. Head and Faculty		34						EPDePadua-1; MGCSumari

<i>prescribed period</i>										a-3; DLSTan-1
<i>On consultation</i>	Advising	Dept. Head and Faculty	Continuing Task	x	x	x	x	x	x	Course/subject related, Enrollment, Career guidance
PI 9: Number of student organizations advised/ assisted										
<i>Student organizations advised</i>	Organization advising	Org. Adviser/Faculty	Continuing Task	x	x	x	x	x	x	PSABE VSU-SC; CET-SSC
<i>Student organizations assisted on student related activities</i>	Assisting student related activities	Dept. Head and Faculty	Continuing Task						x	ABE Day
PI 10: Number of instructional materials developed										
<i>On-line ready courseware</i>	Making instructional materials	Dept. Head and Faculty	Jan-June 2024	x	x	x	x	x	x	Some online courseware are continuously updated
<i>Flexible instructional materials</i>	Making instructional materials	Dept. Head and Faculty	Jan-June 2024	x	x	x	x	x	x	Some online instructional materials are continuously updated
<i>Assessment Tools</i>	Making assessment tools	Dept. Head and Faculty	Jan-June 2024	x	x	x	x	x	x	Assessment tools are continuously monitored and updated by all faculty members
<i>Number of virtual classrooms created and operationalized</i>	Creating and operationalizing virtual classrooms	Dept. Head and Faculty	Jan-June 2024							Virtual classrooms are already available
MFO 3. Research Activities										
PI 1: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries	Conducting researches	Faculty	Continuing task	x	x	x	x	x	x	1. Hydraulic ram pump demo unit (technical evaluation of 1 ram pump model # 2 prototype) 2. Evaporative cooling system demo unit (automated proto-type), 3 optimization of single chamber syngas; 4. Solar tunnel

										dryer
PI 2. Number of research outputs completed within the year	Conducting researches	Faculty	Continuing Task	x	x	x	x	x	x	All research activities of the faculty members are on-going
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%										
<i>In refereed int'l journals</i>	Preparing technical papers	Dept. Head and Faculty								
<i>In refereed nat'l/regional journals</i>	Preparing technical papers	Dept. Head and Faculty								
PI 4. Number of research outputs presented in regional/national/int'l fora/conferences										
<i>In int'l fora/conferences</i>	Preparing technical papers	Dept. Head and Faculty								Hydraulic Ram Pump Development and Automation for Small Irrigation System and Upland Barangays
<i>In nat'l/regional fora/conferences</i>	Preparing technical papers	Dept. Head and Faculty								(1) Biodiesel Production from Chicken (Gallus gallus domesticus) Fat Oil and Waste Cooking Oil, (2) Development of Solar-based Evaporative Cooling System for Intermediate Field Storage of Fruits and Vegetables, (3) Bioenergy Generation from Agricultural

[illegible]

[illegible]

<i>Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies</i>	Observing 5S within the unit	Dept. Head, Faculty, & Admin. Staff	Continuing Task	x	x	x	x	x	x	5S practice was observed within the department
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Prepared by:


ELDON P. DE PADUA
 Unit Head

PERFORMANCE MONITORING FORM


Name of Employee: **LORBERT G. MAZO**

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	Advanced Education - evaluating MSAE admission application	-	-	-	-	-	-	Not Teaching MS
2	Higher Education - Teaching BS courses	-	-	-	-	-	-	Not Teaching MS
3	Research services	-	-	-	-	-	-	No Research conducted
4	Extension services	-	-	-	-	-	-	No Extension services
5	Support to operations	Varied ISO & acad. documents and services	1-1-2024	6-30-2024	6-30-2024	I	VS	Assigned ISO, acad. documents, etc. done
6	General administration & support services	Varied general documents & services	1-1-2024	6-30-2024	6-30-2024	VI	VS	Assigned gen. docs. & services done

*Either very impressive (VI), impressive (I), needs improvement (NI), poor (P), very poor (VP)

**Outstanding (O), very satisfactory (VS), satisfactory (S), unsatisfactory (US), poor (P)

Prepared by:


ELDON P. DE PADUA
 Head, DABE



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Lorbert G. Mazo**
Performance Rating: 4.64

Aim: Mr. Lorbert G. Mazo as an effective laboratory technician and property custodian of the Department of Agricultural and Biosystems Engineering (DABE)

Proposed Interventions to Improve Performance:

Note:

Mr. Lorbert G. Mazo will be developed into an effective laboratory technician and property custodian of DABE.

Date: January 1, 2024

Target Date: June 30, 2024

First Step

- Re-orientation on the roles and responsibilities of a laboratory technician and property custodian and orientation/updating on the new and emerging tools, equipment, and technologies which will be used in different courses offered in the BS Agricultural and Biosystems Engineering (BSABE) program.

Second Step

- Send to relevant trainings/workshops/seminars to improve the technical and professional proficiency of the staff.


Results:

- Mastery on the proper use and management of laboratory tools, equipment, and other facilities under DABE.
- Mastery on the implementation of 5S in keeping DABE facilities and other properties organized.
- Improved technical and professional skills.

Prepared by:


ELDON P. DE PADUA
Head, DABE

Conforme:


LORBERT G. MAZO
Staff, DABE



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

Name of Staff: Lorbert Mazo

Position: Lab. Tech

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	58				
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					
Average Score	4.83				
<p>Overall recommendation:</p> <p>The undersigned recommends Mr. Mazo to particularly work on Section A, Item 10, of this rating instrument re: "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"</p>					


 ELDON P. DE PADUA
 Head, DABE