

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)
Numerical Rating per IPCR	4.55	70%	3.19
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
	TOTAL NUI	MERICAL RATING	4.64

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4.64

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

4.64

FINAL NUMERICAL RATING

4.64

ADJECTIVAL RATING:

Outstanding

Prepared by:

Reviewed by:

LORBERT G. MAZO Name of Staff ELDON P. DE PADUA

Head, DABE

Recommending Approval:

JANNET C. BENCURI

Approved:

ROTACIO S. GRAVOSO

Vice President for Academic Affairs



Phone: +63 53 565 0600 Local 1015





Administrative Aide Date: 19 July www



# DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING

Visca, Baybay City, Leyte, PHILIPPINES Telephone: (053) 525-0140 local 1015 Email: dabe@vsu.edu.ph

Website: www.vsu.edu.ph

### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LORBERT G. MAZO, Administrative Staff of the Office of the Department of Agricultural & Biosystems Engineering, 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 2024.

Approved:

ELDON P. DE PADUA

Head, DABE

Date: 19 July 2020

Rating Equivalents:

- 5 Outstanding
- 4 Very Satisfactory
- 3 Satisfactory
- 2 Fair
- 1 Poor

								R	atin	g	
MFO No.	MFO Descrip-tion	Success/Performance Indicator (PI)	Program/ Activities/ Projects	Tasks Assigned	Target	Accom- plishment	Quality	Efficiency	Timeliness	Average	Remark
UMFO :	2. HIGHER EDUCATION SE	RVICES									
OVPI U	MFO 3. Higher Education N	Management Services									
	PI 9: Number of student organizations advised/ assisted *	A20. Number of Student organizations assisted on student related activities		Assists student organizations in implementing student related activities							
	PI 11. Additional outputs	A 25. Number of Additional outputs									
		Program accreditation/evaluation		Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation	1	1	5	4	4	4.33	CHED monitoring
UMFO	 5. SUPPORT TO OPERATION	ONS									
		d Institutional Accreditation Services	S								

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*			Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	zero nonformity	zero non- conformity	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	
PI 9. Additional Outputs	On program accreditations  Number of in-house seminars/trainings/ workshops/reviews conducted	Assist	Assists in preparing seminars/ trainings/conventions/ workshops	2	1	4				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	
FO 6. General Admin. & Suppo	rt 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 performfing 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 Invetory Committee	Spearheaded meeting with the College of Engineering Maintenance and Invetory Committee	2	1	5	5	4	4.67	
	Number of office and laboratory equipment purchased	Documentatio n	Prepared purchase request	15	10	5	5	5	5	

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	Number of purchase request prepared for Constructions projects	Preparation	Prepares purchase requests of construction supplies and materials Evaluated and give		4	5	5	5	5	
	Number of Temporay Clearance/Exam Permit distributed to students		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	
	Number of OPCR and IPCR prepared and finalized	Prepares and finalize	Prepares the IPCR	1	1	5	5	5	5	
		Chairman of the College Maintenance and Inventory Committe	Supervise and plan	1	1	4	4	4	4	
		Member of the College Lawn and Building Maintenance	Plan	1	1	5	4	4	4.33	
1	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		Regular maintenance of the cleanliness of laboratory room	5	4	4	4	4	4	CPB 01, CPB 02, CPB 03 CPB 04 & Farm Machinen 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	

		Maintenance of the apparatus	Maintenance of the apparatus	4 times, week	4	4	4 4	4	
	attended	member of the	Serve as member of the committee on Crisis Management of UDRRM	4 times/month					
Number of Performance Indicators Filled	i-up						20	0	
Total Over-all Rating							91.0	000	
Average Rating							4.5	55	
Adjectival Rating						0	utsta	nding	

Comments & Recommendations for Development Purpose:

Recommend to attend trainings / workshops to improve his skills and performance

Evaluated and Rated by:

ELDON P. 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 vou

# PERFORMANCE MONITORING & COACHING JOURNAL

1	1st	Q
1	2 <sup>nd</sup>	A
	3 <sup>rd</sup>	R T
	4th	E R

Name of Office: DABE

Head of Office: Engr. Eldon P. De Padua

Number of Personnel: 8

		MECHANIS	M		
Activity Manitoring	Meeti	ng		Others	Remarks
Activity Monitoring	One-on-One	Group	Memo	(Pls. specify)	Kemarks
Monitoring					
Monitoring of classes conducted by DABE faculty members	Reminded the faculty members to conduct their classes regularly	Posted an announcem ent in the department 's online communicat ion 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 Reorientation of	Reminded the assigned faculty members to attend in the Mandatory Orientation and	Posted an announcem ent in the department 's online communicat	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 1st Sem AY 2023-2024 classes	Reminded the faculty members regarding the start of classes in the 1st 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 (1st Sem AY 2023- 2024)
Monitoring of the conduct of midterm exam for 1st Sem AY 2023-2024	Reminded the faculty members regarding the conduct of midterm exam for 1st Sem AY 2023-2024	Posted an announcem ent in the department 's online communicat ion platform			All faculty members conducted the midterm exam
Monitoring of the submission of midterm grades for 1 <sup>st</sup> 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 1st 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 1st Sem AY 2023- 2024
Coaching		1 =		T	T
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 announcem ent in the department 's online communicat ion platform	DABE Memo. No. 03 s. 2024		Faculty members conducted their classes regularly (through blended/flexible teaching- learning method)

Coaching on the	Reminded the	Included in	Notice of	Majority of the
preparation of OBTL	faculty	DABE	meeting	faculty
Syllabus and TOS prior	members	regular		members have
to submission by	regarding the	meeting for		submitted their
department	submission of	the month		OBTL Syllabus
	Course Syllabi	of August		and TOS
	and TOS	and		
		September		
		2023		

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

ELDON P. DE PADUA

Head, DABE

Noted by:

NNET C. BENCURE

# TRACKING TOOL FOR MONITORING TARGETS

Major Final	ajor Final TASK STATUS									
Output/Performanc	TASK	ASSIGNED	DURATIO	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	REMARKS
e Indicator		TO	N	Mo	Mon	Mo	Mo	Mo	Mo	
MFO 1. Advanced				1101	uı	1101	1101	1101	11111	
Education Services						1				
OVPI MFO 2.										The second
Graduate Study										
Management										
Services										
PI 2. Percentage of	Offering	Dept. Head	Continuin							
accredited graduate	MS	and	g Task							
programs	Program	Graduate								
Pl 3. Number of	Offering	Faculty	Continuin			-			-	
graduate degree	MS	Dept. Head and	g Task							
specializations	Program	Graduate	g rask							
offered and	riogram	Faculty								
monitored										
MFO 2. Higher										
<b>Education Services</b>										
										Fig. 1s. 1s
PI 1. Percentage of	Teaching	Dept. Head								11 out of 22
first-time licensure		and Faculty				50				first-time takers
exam takers that						%		1		passed the
pass the licensure exams										exam
PI 2. Percentage of	Teaching	Dept. Head				-			-	Tracer study
graduates (2 years	reaching	and Faculty								for 2023
prior) that are		dia i dodity								graduates is
employed										to be
										on October
										2024
PI 3. Percentage of	Enrolling	Dept. Head	Jan-June							100% of the
undergraduate	students	and Faculty	2024							students
student population										
enrolled in CHED-				X	X	X	X	×	X	1
identified and RDC-										
identified priority										
programs PI 5: Total FTE,	Offering BS	Dept. Head	Continuin	-		-	5	-		DABE FTE
coordinated,	Program	and Faculty	g Task							for BS
implemented and	Frogram	and raculty	g rask							courses are
monitored				X	X	X	X	X	X	coordinated,
mornicorou										implemented
	*									and monitored
PI 8. Number of						1				
students advised										
On thesis/field	Advising	Dept. Head	Continuin	1			1			Thesis and
practice/special		and Faculty	g Task	X	X	X	Х	X	Х	Field Practice
problem	A -1 -1 -1	Don't Hard			-	-	-	-	-	EPDePadua-
No. of Approved	Advising	Dept. Head		34						1;
Manuscript		and Faculty		34						MGCSumari
submitted within the										

prescribed period										a-3; DLSTan-1
On consultation	Advising	Dept. Head and Faculty	Continuin g Task	x	x	×	x	x	x	Course/subj ect related, Enrollment, Career guidance
PI 9: Number of student organizations advised/ assisted								,		
Student organizations advised	Organiza tion advising	Org. Adviser/Fac ulty	Continuin g Task	x	x	×	x	x	X	PSABE VSU-SC; CET-SSC
Student organizations assisted on student related activities	Assisting student related activities	Dept. Head and Faculty	Continuin g Task						x	ABE Day
PI 10. Number of instructional materials developed										
On-line ready courseware	Making instructio nal materials	Dept. Head and Faculty	Jan-June 2024	х	x	x	x	х	x	Some online courseware are continuously updated
Flexible instructional materials	Making instructio nal materials	Dept. Head and Faculty	Jan-June 2024	х	х	x	х	х	x	Some online instructional materials ar continuously updated
Assessment Tools	Making assessm ent tools	Dept. Head and Faculty	Jan-June 2024	Х	x	x	x	x	x	Assessment tools are continuously monitored and updated by all faculty members
Number of virtual classrooms created and operationalized	Creating and operation alizing virtual classroo ms	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	Conducti ng research es	Faculty	Continuin g 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.

PI 2. Number of research outputs completed within the year	Conducti ng research es	Faculty	Continuin g Task	х	х	х	х	x	X	dryer 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%										
In refereed int'l journals	Preparin g technical papers	Dept. Head and Faculty								
In refereed nat'l/regional journals	Preparin g technical papers	Dept. Head and Faculty								
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences										
In int'l fora/conferences	Preparin g technical papers	Dept. Head and Faculty								Hydraulic Ram Pump Developme nt and Automation for Small Irrigation System and Upland Barangays
In nat'l/regional fora/conferences	Preparin g technical papers	Dept. Head and Faculty								(1) Biodiesel Production from Chicken (Gallus gallus domesticus ) Fat Oil and Waste Cooking Oil, (2) Developme nt of Solar- based Evaporative Cooling System for Intermediat e Field Storage of Fruits and Vegetables, (3) Bioenergy Generation from Agriculrural

PI 5. Percent of	Dragazia	Dord Hood				Wastes, Seaweeds, Algae, Cellulosic Materials and Plant Oils for Climate Change Mitigation and Food Security
research proposals approved	Preparin g research proposal s	Dept. Head and Faculty				
MFO 4. Extension Services						
PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	Coordina ting, cooperating, or collabora ting with different gov't and nongovernment agencies and offices	Dept. Head and Faculty				Maintained partnership s with 4 LGUs
PI 2. Number of trainees weighted by the length of training	Conducti ng trainings	Dept. Head and Faculty		x		Rice Machinery Operation Training
PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance		Dept. Head and Faculty		100 %		
PI 5. Number of technical/expert services						
Research Mentoring	Researc h mentorin g	Dept. Head and Faculty	NA			No opportunity yet
Resource Persons	Serving as resource person	Faculty				
Convenor/Organizer	Serving as organizer	Dept. Head and Faculty	Jan-June 2024		x	ABE Day at Baybay City Agri-Aqua Fair
Consultancy	Serving as consulta	Dept. Head and Faculty				BIOMECH, AMTECH, DOE-

	nt									Ormoc
MFO 5. Support to Operations							,			Cilioc
PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	Teaching	Dept. Head and Faculty	Jan-June 2024			x			x	6 out of 9 by September
PI 8. Compliance to all requirements thru the established/adequat e implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015	Complyin g the requirem ents of the core processe s of the college/d epartmen t under ISO 9001:201	Dept. Head and Faculty	Continuin g task							All requirement are complied
MFO 6. General Admin. & Support Services (GASS)										
PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC	Preparin g and submittin g of departme nt's PPMP	Dept. Head and Admin. Staff	Jan-June 2024					x		PPMP was submitted within the deadline
PI 2. Zero percent complaint from clients served	Teaching /serving students and other clients	Dept. Head, Faculty, & Admin. Staff	Jan-June 2024	x	×	×	×	×	х	Zero Non- conformity
PI 3. Number of coaching sessions among faculty & staff	Coaching faculty and staff	Dept. Head and Faculty	Every DABE regular, special, or emergenc y meeting	х	х	x	x	х	х	Discuss ways to improve the execution of assigned tasks
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets	Conducti ng meeting/ worksho p for planning, tracking and monitorin g of targets	Dept. Head, Faculty, & Admin. Staff	Every DABE regular, special, or emergenc y meeting	х	x	x	x	x	x	Discuss updates, concerns, and ways to improve the execution of assigned tasks
PI 5. Number of monthly/special faculty & staff meetings conducted	Conducti ng meeting with faculty and staff	Dept. Head	Every month	х	х	x	x	х	х	Every first Friday of the month
PI 3: Additional Outputs										

Number of Best practices/new initiatives in academic units' management replicated/benchmar ked by other depts/agencies	Observin g 5S within the unit	Dept. Head, Faculty, & Admin. Staff	Continuin g Task	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	-	_	<del>-</del>	-	-	-	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

<sup>\*</sup>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.

	Litter	cie 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)		S	cal	е	
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



DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING

Visayas State University, PQWV+9R Baybay City, Leyte Email: dabe@vsu.edu.ph

Website: www.vsu.edu.ph Phone: +63 53 565 0600 Local 1015

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			
	eadership & Management (For supervisors only to be rated by higher upervisor)		S	Scal	е	
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			

## Overall recommendation:

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"

ELDON P. DE PADUA Head, DABE

Vision: