

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF  
(VSU UNIVERSITY LIBRARY)  
July – December 2018**

Name of Administrative Staff: CRISANTO A. MAZO

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.70	4.70 X 70%	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.76	3.76 X 30%	1.28
<b>TOTAL NUMERICAL RATING</b>			4.57

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: 4.51


ADJECTIVAL RATING: **"VS"**

Prepared by:


Reviewed by:



**CRISANTO A. MAZO**  
Name of Staff

  
**ANDRELI D. PARDALES**  
 Department/Office Head

Approved:


  
**BEATRIZ S. BELONIAS**  
 VP - Instruction

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

I, **CRISANTO A. MAZO**, 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 2018

**CRISANTO A. MAZO**  
Ratee

Approved:

  
**ANDRELI D. PARDALES**  
Head of Unit *he 1/20*


MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2018 Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6 GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
LIBMFO 2	EFFICIENT AND CUSTOMER FRIENDLY FRONTLINE ASSITANCE	P1 1. Efficient and customer-friendly frontline services	Front Services	O Compliant from client	O Compliant from client	5	5	5	5	
UFMO 5 SUPPORT TO OPERATIONS (STD)										
LIBMFO 5	LIBRARY SERVICES									
		Number of volumes of repaired books, bound journals, and thesis machine printed cover titles	Technical Services	817 repaired books bound journals and thesis machine printed over titles	1,070 repaired books bound journals and thesis machine printed over titles	5.00	5	4.5	4.83	
LIBMFO 5	LIBRARY SERVICES	Number of volumes inventoried	Technical Services	4 steel bookshelves (back to back)	7 steel bookshelves (back to back)	4	4.5	4.5	4.33	
		Number of hours spent guarding entrance/exit on assigned special duties	Reader's Services	75 hours guarding entrance/exit	120 hours guarding entrance/exit	4.50	4.5	5	4.66	

Total Over-all Rating	18.82	
Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.70	
ADJECTIVAL RATING	"O"	

Comments & Recommendations for Development Purpose:

Mr. Crisanto A. Mazo needs to be given more chances to be exposed to trainings and seminars for him to be able to gather and get newer ways and technologies specifically in leadership and technical processes in binding.

Evaluated & Rated by:

  
**ANDRELI D. PARDALES**  
 Chief Librarian

Date: \_\_\_\_\_

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

Approved by:

  
**BEATRIZ S. BELONIAS**  
 VP - Instruction

Date: \_\_\_\_\_

## Annex 0

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: JULY-DECEMBER 2018

Name of Staff: CRISANTO A. MAZO Position: Administrative Asst. - I

**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 ( <i>both for subordinates and supervisors</i> )	Scale				
1. Demonstrate 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 works 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 function 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 practices 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 ( <i>For supervisors only to be rated by higher supervisor</i> )	5	4	3	2	1
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. Innovated 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 units.	5	(4)	3	2	1
Total Score	64	10	17		
Average Score	3.78				

Overall recommendation : \_\_\_\_\_

  
 ANDRELI D. PARDALES  
 Name of Head *1/30*

Exhibit I

**PERFORMANCE MONITORING FORM**  
JULY – DECEMBER 2018


Name of Employee: MAZO, CRISANTO A.

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	To bind / print documents that are unscheduled	Important documents printed	Dec. 2018	Dec. 2018	Dec. 2018	VS	VS	
2								
3								
4								

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
**ANDRELI D. PARDALES**  
Chief Librarian *CK*  
1/20

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MAZO, CRISANTO A.  
Performance Rating: July-December 2018

Aim: \_\_\_\_\_

Proposed Interventions to Improve Performance:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step: Mentored in the attendance of bidding activity.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Result: Willingly attended with little hesistant.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation:


\_\_\_\_\_

Prepared by:

Conforme:



**CRISANTO A. MAZO**  
Name of Ratee Faculty / Staff

  
**ANDRELI D. PARDALES**  
Unit Head *del 11/20*