



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **CRISANTO A. MAZO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.61	70%	3.23
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.24	30%	1.27
TOTAL NUMERICAL RATING			4.50

TOTAL NUMERICAL RATING: 4.50

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.50

ADJECTIVAL RATING: "VS"

Prepared by: *A. M. Dag-Uman*
AIREEN M. DAG-UMAN
Name of Staff 01/04/23

Reviewed by: *V. A. Gielos*
VICENTE A. GILOS 01/04/23
Department/Office Head

Recommending Approval:

N/A

Dean/Director

Approved:

A. A. Villocino
ALELI A. VILLOCINO
Vice President-Students Affairs
and Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CRISANTO A. MAZO, of the OFFICE OF THE CHIEF LIBRARIAN 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 2022

CRISANTO A. MAZO

Ratee
1-3-23

Approved:

VICENTE A. GILOS 01/04/23
Head of Unit

MFO & PAPs	Success Indicators	Persons Responsible	2022 Target (January – December)	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OCLMFO 3 TECHNICAL SERVICES	PI 4. Number of volumes of repaired books and bound journals machine printed cover titles	Technical Services	75	311	5	5	4	4.67	
	PI 2. Number of hours spent for inventory, shelving and re-shelving	Technical Services	40 hours	40 hours	5	5	4	4.67	
UMFO 6- GENERAL ADMINISTRATION AND SUPPORT SERVICES									
OCLMFO 7 FRONTLINE SERVICES	PI 1. Efficient and Customer Friendly Frontline Assistance	Technical Services	0 Complaint	0 Complaint	5	5	4	4.67	
ADMINISTRATIVE AND SUPPORT SERVICES MANAGEMENT	PI 5 Number of Library unit/s or section operations managed efficiently	Support Services	1 unit or section	1	4	4	4	4.33	
	PI 2. Number of Staff supervised	Income Generating Project	3 Staff (2 JOs and 1 Regular Staff)	3 Staff	5	4	4	4.33	
OCLMFO 9 INCOME GENERATING SERVICES	PI 3 Number of bound theses cover printed	Income Generating Project	400 bound theses	1,159	5	5	5	5	
Total Over-all Rating					27.67				
Average Rating					4.61				
Adjectival Rating					“VS”				

Average Rating (Total Over-all rating divided by 6)	4.61	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.61	
ADJECTIVAL RATING	"VS"	

Comments & Recommendations for Development Purpose:

As he expresses his near retirement, he needs to train thoroughly the staff under his authority on bookbinding and printing process.

Evaluated & Rated by:


VICENTE A. GILOS

Dept./Unit Head

Date: 01/04/20

Approved by:


AILEEN A. VILLOCINO

VP for Student Affairs and Services

Date: _____

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

PERFORMANCE MONITORING FORM


Name of Employee: CRISANTO A. 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	Repairs Library Books and journals	70	July 2022	December 29, 2022	December 29, 2022	Impressive	Very satisfactory	
2	Supervises 1 unit with 1 regular staff and 2 job order workers	Efficient with quality output	July 2022	December 29, 2022	December 29, 2022	Impressive	Very satisfactory	
3	Binds manuscripts	545	July 2022	December 29, 2022	December 29, 2022	Impressive	Very satisfactory	

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

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

Prepared by:


VICENTE A. GILOS 01/04/23
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY-DECEMBER 2022

Name of Staff: CRISANTO A. MAZO

Position: ADMINISTRATIVE ASSISTANT


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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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	<u>4</u>	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	<u>4</u>	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	<u>4</u>	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.	5	<u>4</u>	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	<u>4</u>	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	<u>4</u>	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	<u>4</u>	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
Total Score	51				
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	<u>5</u>	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	<u>4</u>	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	<u>4</u>	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	5	<u>4</u>	3	2	1
Total Score	21				
Average Score	4.24				

Overall recommendation : _____


VICENTE A. GILOS 01/01/23
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CRISANTO A. MAZO

Performance Rating: _____

Aim:

Proposed Interventions to Improve Performance:

Date: July 2022 Target Date: December 2022

First Step

He was recommended to attend the seminar on Attaining Work-life Balance and productivity.

Result:

He failed to attained. There was a conflict of schedule due to he is part of the Kabalikat group who was task maintain peace and order of the graduation rites.


Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation: **He should train on of his subordinate on book cover printing.**

Prepared by:


VICENTE A. GILOS 01/04/23
Unit Head

Conforme:


CRISANTO A. MAZO 01/09/23
Name of Ratee Faculty/Staff