



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.19	70%	2.93
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.42	30%	1.33
TOTAL NUMERICAL RATING			4.26

TOTAL NUMERICAL RATING: 4.26

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.26

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

JANSEL JOI C. VILLAS
Administrative Aide IV

Reviewed by:

VICENTE A. GILOS
Chief Librarian

Approved:

ALELI A. VILLOCINO
Vice President for SAS



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, CRISANTO A. MAZO, of UNIVERSITY LEARNING COMMONS (LIBRARY) 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 13, 2024.

CRISANTO A. MAZO

Ratee
23 JUL 2024

VICENTE A. GILOS

Unit Head
25 JUL 2024

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1. WORLD CLASS EDUCATION									
VSAS MFO 1.1 Efficient and Effective Library Services									
LS 2 Technical Services	PI 5.1 Number of repaired books, journals cover printed	Repair of damaged books and binding of loose journals	100 volumes	23	3	3	3	3	
	PI 10.1 No. of soft bound materials completed	Binding of library materials (soft bound)	20 copies	28	5	5	5	5	
LS 4 Programs/ Trainings and Activities	PI 1. Number of activities, meetings, programs attended	Attends meetings and activities	2 activities, meetings etc.	6	5	5	5	5	
	PI 2. Number of trainings/ webinars attended	Attends trainings and meetings	2 trainings	1	3	3	3	3	
VSAS MFO 2.1 Efficient and effective delivery of quality procedure									
UMFO 2. General Administration and Support Services									
OVPSAS STO 2.3 Percentage of clients served that rated the services rendered at least very satisfactory or higher									
	PI 1. Efficient and customer-friendly frontline service: Zero percent of complaints from clients served	Frontline Services	0% Complaint	0% complaint	5	5	5	5	

OVPSAS STO 2.4 Percentage of administrative services and financial/ administrative documents acted within time frame									
Admin. and Facilitative Services	PI 1. No. of staff supervised	Supervisory tasks	4 staff (2 Regular Staff and 2 Jos)	4	4	4	4	4	
Income Generating Services	PI 1 Number of bound theses cover printed	Theses cover printing	500 volumes	281	4	4	4	4	
OVPSAS STO 2.5 No. of council/board/committee assignments served/ functions performed									
	PI 3 Number of committee meetings attended	Attends meetings related to VSU activities	2 meetings	2	5	5	4	4.67	
OVPSAS STO 2.12 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit									
	PI 1. Percentage of 5S implementation at the workplace	Admin. and Facilitative Services	90%	95%	4	4	4	4	
Total Overall Rating					37.67				

Average Rating (Total Over-all rating divided by 9)	4.16	Comments & Recommendations for Development Purposes: Cris has been a dedicated and valued member of our team for quite a long time. His commitment as binder has greatly contributed to every success of the ULC.
Additional Points:		
Approved Additional Points (with copy of approval)		
FINAL RATING	4.16	
ADJECTIVAL RATING	VS	

Evaluated & rated by:

VICENTE A. GILOS

Chief Librarian

Date: 23 JUL 2024

Approved by:

ALELI A. VILLOCINO

VP – Student Affairs and Service

Date: JUL 23 2024

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	50 volumes	Jan 2, 2024	Jun 28, 2024	Jun 13, 2024	Impressive	Satisfactory	
2	Supervises 1 unit with 1 regular, 1 casual staff and 2 job order workers	Efficient with quality output	Jan 2, 2024	Jun 28, 2024	Jun 13, 2024	Impressive	Very Satisfactory	
3	Prints manuscript covers	250 volumes	Jan 2, 2024	Jun 28, 2024	Jun 13, 2024	Impressive	Satisfactory	

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

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

Prepared by

**VICENTE A. GILOS**
Chief Librarian



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY-JUNE 2024**

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

Position: **ADMINISTRATIVE ASSISTANT 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.	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		53				
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						
Average Score		4.42				
Overall recommendation:						


VICENTE A. GILOS
 Immediate Supervisor