



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

January – June 2020

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	4.59	4.59 X 70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.29	4.29 X 30%	1.28
TOTAL NUMERICAL RATING			4.49

TOTAL NUMERICAL RATING: **4.49**

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING **4.49**

ADJECTIVAL RATING: **"VS"**

Prepared by:

CRISANTO A. MAZO
Name of Staff

Reviewed by:

VICENTE A. GILOS
Department/Office Head

Recommending Approval:

N/A

Dean/Director

Approved:

BEATRIZ S. BELONIAS
Vice President for 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 January to June 2020.

CRISANTO A. MAZO
Ratee

Approved : **VICENTE A. GILOS**
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2020 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
LIBMFO 2	Expert Services									
UFMO 5 SUPPORT TO OPERATIONS										
LIBMFO 3	Bindery Services	P11 Number of library materials (theses, books, loose journals) machine printed over titles	Bindery Services	800 library materials	830	5	4	4	4.33	
		P 1 2 Number of volumes of repaired books and bound journals machine printed cover titles	Bindery Services	25 volumes	31	5	4	4	4.33	
LIBMFO 3	Technical Services	P1 1 Number of bookshelves inventoried	Technical Services	2 bookshelves (back to back)	5	5	5	5	5	
UFMO 6- GENERAL ADMINSTRATION AND SUPPORT SERVICES										
LIBMFO 6	Admin. and Support Services Manageme nt									
		P1 1 Number of hours spent guarding entrance/exit on assigned special duties	Reader's Services	80 hours	32	5	4	5	4.66	Jan - March

LIBMFO 7	Efficient and Customer-friendly Assistance	PI 1 Percentage of efficiency and customer-friendly frontline services	Frontline Services	0% percent complaints from client served	0% percent complaints from client served	5	5	4	4.66	
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Total Over-all Rating	22.98	
Average Rating (Total Over-all rating divided by 5)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.59	
ADJECTIVAL RATING	"VS"	

Comments & Recommendations for Development Purpose:

He needs to have state of the art tools for book printing and needs training to use them.

Evaluated and Rated by:

VICENTE A. GILOS

Chief Librarian

Date: _____

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date: _____

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

PERFORMANCE MONITORING FORM

January to June 2020


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	Supervises the bindery unit			June	June	VS	VS	
2	Binds Theses manuscripts			June	June	VS	VS	
3	Binds Journals and repair books			June	June	VS	VS	
4								
5								
6								
7								

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

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

Prepared by:


VICENTE A. GILOS
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2020**

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 (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						

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		73 / 12				
Average Score		4.29				

Overall recommendation : _____

VICENTE A. GILOS
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

January to June 2020

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

Performance Rating: _____

Aim: To exposed digital printing of theses, dissertations and other library materials

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Result:


Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


CRISANTO A. MAZO
Name of Ratee Faculty/Staff