

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)
1. Numerical Rating per IPCR	4.939	x 70%	3.457
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	x 30%	1.50
TOTAL NUMERICAL RATING			4.957

TOTAL NUMERICAL RATING: 4.957

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.957

ADJECTIVAL RATING:

Outstanding

Prepared by:

LORBERT G. MAZO

Name of Staff

Reviewed by:

ARTHUR IT. TAMBONG, FPSAE

Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL, Ph.D.

Chairman, PMT

Approved:

EDGARDO E. TULIN, Ph.D.

President



Visayas State University
College of Engineering
DEPARTMENT OF AGRICULTURAL ENGINEERING
Visca, Baybay City, Leyte



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LORBERT G. MAZO, staff of the Department of Agricultural Engineering, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2016.

LORBERT G. MAZO

Administrative Aide IV

Date: 19 December 2016

ARTHUR IT. TAMBONG, FPSAE

Department Head

Date: 19 December 2016

Rating Equivalents:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Fair

1 - Poor

MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2016)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
MFO 2	Higher Education Services	PI 14. Additional outputs									
		Accreditation of curricular program (3rd level)	Preparation/ Encoding/ Printing	Preparation and printing of documents for AACCUP	1	1	5	5	5	5.0	AACCUP Level 3: Area IX
MFO 5	Support to Operations	PI 5. Number of in-house seminars/trainings/ workshops/reviews conducted	Documentation	Assist in preparation and printing of all documents	1	2	5	4	5	4.7	1) HIV Seminar (09 December 2016); 2) Seminar/Workshop on 5S and Record Management (15 December 2016)

MFO 6	General Admin. & Support Services (GASS)	PI 5. Number of documents attended and served	Documentation	Assist on to be signed and approved documents	20	45	5	4	5	4.7	Financial documents, Borrower's slip, etc.
		PI 6. Number of academic lecture/laboratory rooms maintained	Documentation	Regular maintenance of the cleanliness of laboratory room	1	1	5	5	5	5.0	DAE Soil and Water Lab Room
		PI 7. Number of heavy equipment maintained	Documentation	Regular maintenance of heavy equipment	4	4	5	5	5	5.0	2 Tractors (Hand Tractor & Ford), 1 Universal Testing Mach. (UTM), Radial Flow
		PI 9. Number of office and laboratory equipment purchased	Documentation	Encodes, print and file all purchase requests for office/laboratory equipment	25	120	5	5	5	5.0	Varied laboratories/office equipment
		PI 10. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	Zero complaint from clients	Zero complaint from clients	5	5	5	5.0	100% no complaint; served clients with courtesy; immediate response to client needs and inquiries
		PI 11. Additional Outputs									
		Number of laboratory classes assisted	Documentation	Assists in using laboratory equipment	2	4	5	5	5	5.0	Laboratory Classes: AE 132 - Shop Practice, AE 135 - Fund of Surveying, Esci 137 - Eng'g. Materials, AE 40 - Fund. of Agricultural Engineering
		Number of tarpaulin/s prepared	Preparation	Prepares tarpaulin/s needed in the department	1	6	5	5	5	5.0	PSAE Convention Awardees, Board Passers, Office Signages
		Best practices/new initiatives:									
		Number of New Academic Building Construction Projects Supervised	Documentation	Assist in supervising/monitoring the construction of new academic building	1	1	5	5	5	5.0	CoE Annex Building

		Number of On-going Building Renovation Projects Supervised	Documentation	Assist in supervising/ monitoring of on-going building renovation	1	1	5	5	5	5.0	CoE Dean's Office and Faculty Rooms
Number of Performance Indicators Filled-up							7				
Total Over-all Rating							54.333				
Average Rating							4.939				
Adjectival Rating							Outstanding				

Received by:



Planning Officer

Date: _____

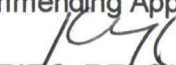
Calibrated by:


REMBERTO A. PATINDOL, Ph.D.

Chairman, PMT

Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Instruction

Date: _____

Approved:


EDGARDO E. TULIN, Ph.D.

President

Date:  _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - Dec. 2016
 Name of Staff: Lorbert G. Marzo Position: Admin. Aide 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	60				
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	5				

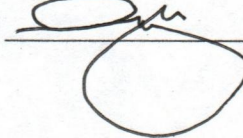
Overall recommendation

Dependable staff! Knows his routine functions very well. Excellent!

Name of Head/Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Lorbert G. Mazo
Performance Rating: _____

Signature:  Date: _____

Aim: To further improve performance.

Proposed Interventions to Improve Performance:

Date: 10/18/16 Target Date: Last Qtr. 2016
First Step: Advised to implement SS in office.

Result: He attended SS seminar.

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


ARTHUR H. TAMBONG, FPSAE
Immediate Supervisor