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	4.751	70%	3.33
2.　Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.750	30%	1.43
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING:　　　　4.75
Add:　Additional Approved Points, if any:　_____
TOTAL NUMERICAL RATING:　　　　_____

FINAL NUMERICAL RATING　　　　_____

ADJECTIVAL RATING:　　　　Outstanding

Prepared by:　　　　　　　　　　Reviewed by:

LORBERT G. MAZO　　　　　　　MANUEL E. CASANGCAPAN
Name of Staff　　　　　　　　　Department/Office Head
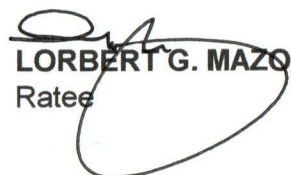
Recommending Approval:

ROBERTO C. GUARTE, Ph.D.
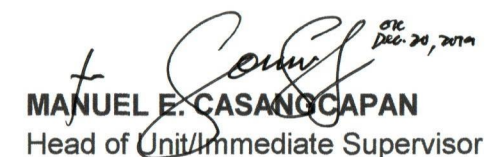Dean/Director

Approved:

BEATRIZ S. BELONIAS, Ph.D.
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, <u>LORBERT G. MAZO</u>, of the <u>Department of Agricultural and Biosystems Engineering</u>, 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, 2019.

LORBERT G. MAZO
Ratee

Approved:

OIC
Dec. 20, 2019

MANUEL E. CASANGCAPAN
Head of Unit/Immediate Supervisor

MFOs/ PAPs	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
UMFO 1.	**ADVANCED EDUCATION SERVICES**								
	OVPI MFO 1. Graduate Degree Program Management Services								
	PI 1: Number of graduate degree specializations offered and monitored	Support	1	1	5	4	5	4.67	MSAE with 3 specializations
	PI 2: Total FTE monitored		6.7	16	5	4	5	4.67	Total FTE for 6 MS Thesis; Non-Graduate School accomplishments of DLST are counted at PhilRootcrops
	PI 3: Percentage of students who graduated within the prescribed period	Support	N/A	N/A					No graduation schedule during this period
	OVPI MFO 2. Graduate Student Management Services								
	PI 1: Percentage of graduate students awarded with honors/distinction	Support	N/A	N/A					No graduation schedule during this period
	PI 2: Percentage of graduate students advised who rated the adviser/GAC member at least very satisfactory	Support	60%	100%	5	4	5	4.67	MSAE Students as raters
	PI 3: Percentage of graduate school faculty engaged in research work applied in any of the following:								
	a. Pursuing advanced research degree program		0%	N/A					No opportunity yet

	b. Actively pursuing in the last three years (investigative research, basic and applied scientific research, policy research, social science research)	Support	100%	100%	5	4	5	4.67	RCG, AIT & DLST are all engaged in research
	c. Producing technologies for commercialization or livelihood imrovement	Support	100%	100%	5	4	5	4.67	RCG - Protus Cookstove & solar lighting; AIT - employment generation from FS; DLST - machines
	d. whose research work resulted in an extension program	Support	0%	33%	5	4	5	4.67	RCG renewable energy research
Total Points:					**Subtotal:**			**28.00**	
UMFO 2.	**HIGHER EDUCATION SERVICES**								
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1: Total FTE Monitored	Support	150	402.67	5	4	5	4.67	This is Individual FTE; Total DABE FTE = 1,932.67 for 1st Sem 2019-20
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered	Support	100%	100%	5	4	5	4.67	BSAE & BSABE
	PI 3: Average percentage passing in licensure exam (first takers, June 2019 graduates)	Support	(60%)	(84%)					Students who graduated May 2019 (Reported in Jan-June period): 21/25 or 84.00% for 1st takers, 25/34 or 73.53% overall
	PI 4: Percentage of first time licensure exam takers who passed the licansure exam (compared to previous year's percentage)	Support	(100%)	(121%)					Students who graduated May 2019: Computation: 100%+((84-69.23)/69.23 x100%)
	PI 5: Number of students who graduated within the prescribed period	Support	(60%)	(91%)					Students who graduated May 2019: 20 of 22
	PI 6: Percentage increase in the number of undergraduate students who graduated within prescribed period	Support	N/A	N/A					No graduation during this period
	PI 7: Percentage of graduates (two years prior) who are employed and/or pursuing graduate studies	Support	82%	100%	5	4	5	4.67	All graduates are employed or pursuing MS (based on student monitoring feedback)
	PI 8: Number of academe/industry linkages established/maintained	Support	1	8	5	4	5	4.67	8 OJT New Linkages: NIA-Manila, NIA-Tacloban, NIA-Ormoc, DA-R7, DA-R8, SRA-Negros Occ., LGU-Negros Occ., LGU-Ormoc
	PI 9: Number of thesis/special problems of students:								

	Support/Workforce							
a. Thesis/Case studies/ Special Problems/ OJT Narrative/ Engineering Projects/ Portfolio outlines approved	Support	N/A	N/A					No defense during this period
a. Thesis/Case studies/ Special Problems/ OJT Narrative/ Engineering Projects/ Portfolio reports/manuscripts approved	Support	N/A	N/A					No defense during this period
PI 10: Number of student organizations advised/assisted	Support	2	2	5	4	5	4.67	JJDL: PSABE-VSC; RCG: CoE-SSC
PI 11: Number of instructional materials developed/revised								
a. OBE-compliant syllabi	Workforce	4	6	5	4	5	4.67	AIT-2, RCG-2, MEC-1, TFS-1, FLS-1, TFS-1
b. Teaching guides/Student guides/Laboratory Manuals	Workforce	1	1	5	4	5	4.67	AIT-1: Irrigation Engineering (partial only; sabbatical output)
c. Complete sets of teacher-developed audio visual materials (powerpoints, videos, computer games, etc)	Workforce	4	5	5	4	5	4.67	PowerPoint visual matls: RCG-1, MEC-1, TFS-1, JJDL-1, FLS-1
d. On-line interactive learning resources per subject	Workforce	0	1	5	4	5	4.67	AIT-1: Bytex Feasibility Analyzer - Revided Datasets Version 2019 (interactive but offline or on classroom only)
PI 12: Number of instruction-related awards								
Number of national student awards	Support	0	N/A					No regular convention or contest during this period
Number of honor graduates	Support	N/A	(3)					Reported in Jan-June 2019: Fatima Gumamac, BSAE - Cum Laude; plus 2 board topnotchers-Top 3 & Top 7; placed under additional outputs)
Total Points				Subtotal:			42.00	

UMFO 3.	RESEARCH SERVICES								
	PI 1. Number of research proposals submitted	Support	1	1	5	4	5	4.67	DA-BAR Propsal: MEC -defended proposal at DA-BAR En Banc. AIT- Revised & submitted proposal at DA-BAR
	PI 2. Number of research proposals approved	Support	1	1	5	4	5	4.67	ROC-1: DOST Balik Scientist Project
	PI 3. Number of research studies conducted	Support	6	5	5	4	5	4.67	ROC: DOST Balik Scientist Roject; MGS: MS Research (UPD); EDP: MS Research (UPLB); RCG: 2 Researches
	PI 4. No. of research projects/studies completed w/in the year	Support	3	3	5	4	5	4.67	RCG - 2 Varied researches; ROC - Balik Scientist Rersearch on Biodiesel
	PI 5. No. of research papers (oral presentation, posters, keynote speaker, plenary speaker) presented in regional/national/ int'l scientific/professional fora & conferences								
	In int'l fora/conferences	Support	0	0	N/A				No opportunity yet
	In nat'l fora/conferences	Support	1	1	5	4	5	4.67	MGS: MS Research, UP Dilimn
	In reg'l fora/conferences	Support	1	1	5	4	5	4.67	AIT-1 in ATI-Reg. 2, Isabela
	In institutional fora/conferences	Support	2	3	5	4	5	4.67	AIT-2 in OVPRE & ATI-VSU; RCG-1 in OVPRE
	PI 6. Number of papers submitted for publication in internationally indexed journals	Support	0	1	5	4	5	4.67	AIT-1: Submitted to Science and Humanities Journal. Title: *Hydropower Potentials of Biliran Islands in the Philippines Assessed Through ArcSWAT Simulation and Synthetic Aperture Radar Spatial Data* - by Tambong, Bacordo, Martinez & Garcia
	PI 7. Number of published papers in peer-reviewed journals	Support							
	In refereed int'l journals	Support	0						
	In refereed nat'l journals	Support	0						
	In institutional journals	Support	0						
	PI 8. Number of patents/Utility Models/copyrights filed and registered	Support	0						
	PI 9. Amount of research money generated from external funding (Thousand PHP)	Support	0	465	5	4	5	4.67	ROC: DOST Balik Scientist Sponsorship
	PI 10. Amount of research money generated from institutional funding (Thousand PHP)	Support	50	100	5	4	5	4.67	RCG: 2 Researches

	PI 11. Number of research outputs in the last three years utilized by the industry or other beneficiaries	Support	0	4	5	4	5	4.67	4 Climate Change Studies utilized by PAGASA: AIT-1, MEC-1, TFS-1, JJDL-1
	PI 12. Number of research-related awards (research conducted by faculty or students with faculty)	Support	0	0	N/A				Many papers presented, unfortunately no award received so far
Total Points					**Subtotal:**			**93.33**	
UMFO 4.	**EXTENSION SERVICES**								
	PI 1: Number of trainees weighted by the length of training (man-hours)	Support	240	5,280	5	5	5	5.00	AG: Assisted TESDA-VSU Training co-managed with ME Dept.
	PI 2: Number of trainings conducted	Support	1	1	5	4	5	4.67	AG: Assisted TESDA-VSU Training co-managed with ME Dept.
	PI 3: Number of IEC materials/techno-guides developed/used	Support	1	2	5	4	5	4.67	RCG-2: Solar Technoguides
	PI 4: Number of beneficiaries served	Support							
	Groups	Support	3	4	5	4	5	4.67	4 RERC Field Trip Groups
	Individuals	Support	15	100	5	4	5	4.67	RERC Field Trips = 100 to 120 persons
	PI 5: Number of technical/expert services provided/rendered	Support							
	Extension Mentoring	Support	1	2	5	4	5	4.67	RCG-2: research mentorings to junior DABE faculty
	Peer reviewers/Panelists	Support	0	0	N/A				No opportunity yet
	Resource Person	Support	2	5	5	4	5	4.67	RCG: 1 CHED-TPET & 2 ISO Orientatns; AIT: 2 ATI Trainings

	Convenor/Organizer	Support	1	1	5	4	5	4.67	RCG-1:CHED-TPET Forum
	Consultancy	Support	1	3	5	4	5	4.67	AIT-2 Feasibility Study Consultancy at Kurin, Manadaue City & DBSN Farms; RCG-1, ROC-1: DBSN Farms Biodiesel Concerns
	Evaluator	Support	0	N/A					No opportunity yet
	PI 6: Number of extension projects conducted	Support	1	3	5	4	5	4.67	RCG - Solar ; AG: Assistinng TESDA-VSU Trainings co-managed with ME Dept.; RCG: Field Trips hosting
	PI 7: Number of extension proposals submitted	Support	1	1	5	4	5	4.67	TESDA-VSU Trainings co-managed with ME Dept.
	PI 8: Number of extension proposal approved	Support	1	1	5	4	5	4.67	TESDA-VSU Trainings co-managed with ME Dept.
	PI 9: Amount of extension money generated from external funding (Thousand PhP)	Support	0	100	5	4	5	4.67	TESDA-VSU Trainings co-managed with ME Dept.
	PI 10: Amount of extension money generated from institutional funding (Thousand PhP)	Support	30	100	5	4	5	4.67	VSU Counterpart in kind
	PI 11: Percentage of beneficiaries who rated the training course and advisory services as satisfactory or higher in terms of quality and relevance	Support	60%	100%	5	4	5	4.67	TESDA-VSU Trainings co-managed with ME Dept.
	PI 12: Number of extension-related awards (extension conducted by faculty or student and faculty)	Support	0						No opportunity yet
Total Points					**Subtotal:**			**70.33**	
UMFO 5.	**SUPPORT TO OPERATIONS (STO)**								
OVPI MFO 1. Faculty Development Services									
	PI 1: Number of faculty pursuing advanced degree programs	Support	2	2	5	5	5	5.00	Engr. Eldon De Padua & Engr. Ma. Grace Sumaria
OVPI MFO 2. Faculty Recruiting/Hiring Services									
	PI 2: Number of faculty recruited/aligned with university RSP policy and competency-based HRM	Support	0	N/A					N/A, none hired during the period
OVPI MFO 3. Faculty Evaluation Services									

	PI 3: Number of seminars/trainings/ conventions/workshops organized/ coordinated for the entire university	Support	1	2	5	5	5	5.00	RCG-2: ISO Workshops
	PI 4: Number of seminars/trainings/conventions/workshops outside the university	Support	2	2	5	5	5	5.00	RCG-1:CHED-TPET Workshops; FLS - Machinery workshops
	PI 5: Percentage of faculty rated by students with at least very satisfactory rating of the subjects evaluated	Support	60%	100%	5	5	5	5.00	All faculty were rated VS or higher on the average
	PI 6: Number of college/department - level seminars/trainings/workshops/reviews conducted/attended/facilitated	Support	3	4	5	5	5	5.00	4 Various local seminars/workshops attended by diff. DABE faculty
OVPI MFO 4. Program and Institutional Accrediation Services									
	PI 1: Number of degree programs which passed accreditation/evaluation at least level 1	Workforce	1	2	5	5	5	5.00	BSAE & BSABE
	PI 2: Degree program compliant with CHED requirements	Workforce	1	2	5	5	5	5.00	BSAE & BSABE
	PI 2a. QMS on faculty recruitment, development	Workforce	0		N/A	N/A	N/A		Not applicable
UMFO 6.	**GENERAL ADMINISTRATION & SUPPORT SERVICES**								
	PI 1. Number of Risk Assessment/Review conducted	Support	1	1	5	4	5	4.67	DAE Risk Assessment in coordination with Dean's Office
	PI 2. Number of risks identified	Support	5	10	5	5	5	5.00	10 Risks identified
	PI 3. Number of risks adressed/minimized	Support	5	10	5	4	5	4.67	10 Risks minimized
	PI 4: Number of legitimate complaints received	Support	0	0	5	5	5	5.00	Outstanding; none received
	PI 5: Percentage of complaints indicated in PI 4, if any, addressed within the prescibed period	Support	100%	100%	5	5	5	5.00	100% or equivalent to "no complaint to comply"

PI 6. ADDITIONAL OUPUTS* (In instruction, research, extension, production, and/or administration not found in the original commitment)								
ISO Evaluation undergone	Support	0	1	5	5	5	5.00	Passed Stage 1 of ISO evaluation (whole VSU including DABE & CET)
International Accreditation maintained	Workforce	0	1	5	5	5	5.00	1 Int'l Accreditation maintained - Washington Accord
Nationa Accreditation maintained	Workforce	0	1	5	5	5	5.00	AACCUP Level 3 Phase 2 (2nd to highest level) - BSAE/BSABE
Regional Accreditation maintained	Workforce	0	1	5	5	5	5.00	CHED-RQAT Region VIII
Number of DOST Balik Scientists Hosted	Support	0	1	5	4	5	4.67	1 DOST Balik Scientist hosted at RERC - Dr. Rico O. Cruz (ROC)
Number of Field Trips Accommodated	Support	0	3	5	4	5	4.67	3 Field Trips Oriented at RERC
				Subtotal:			53.67	
Total Over-all Rating					280.333			
Average Rating					4.751			
Adjectival Rating					Outstanding			

LEGEND: AIT - Arthur It. Tambong; RCG - Roberto C. Guarte; MBL-Manolo B.. Loreto; MEC - Manuel C. Casangcapan (OIC Head); TFS - Triana F. Soroño (Dept. Secretary); JJDL - Jessie James D. Layan; FLS - Feliciano L. Sinon Jr.; MGS - Ma. Grace Sumaria; DLST - Daniel Leslie S. Tan; ROC - Rico O. Cruz (DOST Balik Scientist hosted at RERC); LGM - Lorbert G. Mazo; AG - Alan M. Guarte

Comments & Recommendations for Development Purpose:	Evaluated/Rated by:	Recommending Approval:	Approved by:
Needs to exert further on research and extension.	016 Dec.70, 2019 MANUEL E. CASANGCAPAN Unit Head/Immediate Supervisor Date: _____	ROBERTO C. GUARTE, Ph.D. Dean/Director Date: _____	BEATRIZ S. BELONIAS, Ph.D. Vice President Date: _____

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

PERFORMANCE MONITORING FORM

Name of Employee: **Lorbert G. Mazo**   Period: July-December 2019

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommen-dation
1	Teaching in MS Courses	Grade reports	7-1-2019	12-29-2019	12-29-2019	NA	NA	Not Teaching
2	Teaching in BS Courses	Grade reports	7-1-2019	12-29-2019	12-29-2019	NA	NA	Not Teaching
3	Research	Researches supported	7-1-2019	12-29-2019	12-29-2019	I	VS	Improve more
4	Extension	Extension supported	7-1-2019	12-29-2019	12-29-2019	I	VS	Improve more
5	Support to operations	Documents and services	7-1-2019	12-29-2019	12-29-2019	VI	O	Improve more
6	General administration & support services	Documents and services	7-1-2019	12-29-2019	12-29-2019	VI	O	Improve more
7	ISO preparations	Documents and services	7-1-2019	12-29-2019	12-29-2019	VI	O	Improve more

* Either very impressive (VI), impressive (I), needs improvement (NI), poor (P), very poor (VP), not applicable (NA)

**Outstanding (O), very satisfactory (VS), satisfactory (S), unsatisfactory (US), poor (P), not applicable (NA)

Prepared by:

PROF. MANUEL E. CASANGCAPAN
Head, DABE
Unit Head/Immediate Supervisor

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: _July-Dec. 2019_

Name of Staff: _Lambert G. Mazo_ Position: _Lab. Tech._

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	5	4	3	2	1

office/department aligned to that of the overall plans of the university.					
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	57				
Average Score	4.75				

Overall recommendation : _Improve recording._

MANUEL E. CASANGCAPAN
Name of Head

2

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **LORBERT G. MAZO**

Performance rating: **4.75 (O) for the period July-Dec. 2019**

Aim: The employee as an effective and efficient implementor of 5S and ISO standards in the Department of Agricultural and Biosystems Engineering (DABE).

Proposed Interventions to Improve Performance: Standardization of office management

Date: January 2019   **Target Date:** June 2019

First Step
- Re-orientation on 5S
- Re-orientation on ISO standards

Result:
- Refreshed knowledge on 5S
- Refreshed knowledge on ISO standards

Date: July 2019   **Target Date:** December 2019

Next Step:
- Implementation of 5S
- Implementation of ISO standards

Outcome:
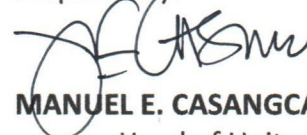- Started implementing 5S
- Started implementing ISO standards

Final Step/Recommendation:
- Enhance implementation of 5S
- Enhance implementation of ISO standards

Prepared by:

MANUEL E. CASANGCAPAN
Head of Unit

Conforme:

LORBERT G. MAZO
Ratee