

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF (VSU UNIVERSITY LIBRARY)
JANUARY – JUNE 2019**

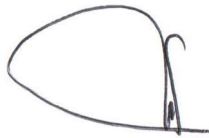
Name of Administrative Staff: CRISANTO A. MAZO – Administrative Assistant - I

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	4.78 X 70%	3.34
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.17	4.17 X 30%	1.25
TOTAL NUMERICAL RATING			4.59

TOTAL NUMERICAL RATING: _____
 Add: Additional Approved Points, if any: _____
 TOTAL NUMERICAL RATING: 4.59

ADJECTIVAL RATING: "VS"

Prepared by:



CRISANTO A. MAZO
Name of Staff

Reviewed by:



ANDRELI D. PARDALES
Department/Office Head

Approved:




BEATRIZ S. BELONIAS
VP / 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 2019

CRISANTO A. MAZO
Ratee

Approved:


ANDRELI D. PARDALES
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2019 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 4 EXTENSION SERVICES										
LIBMFO 2	Expert Services	PI 1 Number of trainees trained at Bindery Unit	Bindery Services	10 LNU-BLIS students	27 LNU-BLIS students	4.5	5	5	4.83	
UFMO 5 SUPPORT TO OPERATIONS										
LIBMFO 3	Bindery Services	PI1 Number of library materials (theses, books, loose journals) machine printed over titles	Bindery Services	800 library materials	1,115 library materials	4.5	5	5	4.83	
		PI 2 Number of documents bound for AACUP, CHED, ISA, ISO, etc. accreditations/requirements	Bindery Services	100 documents	162 documents	4.5	5	5	4.83	
		P 1 3 Number of volumes of repaired books and bound journals machine printed cover titles	Bindery Services	25 volumes	67 volumes	4.5	4.5	5	4.66	
UFMO 6- GENERAL ADMINISTRATION AND SUPPORT SERVICES										
LIBMFO 6	Admin. and Support Services Management	PI 1 Number of hours spent for inventory and maintenance of resources	Technical Services	40 hours	80 hours	4.5	4.5	5	4.66	

		P1 2 Number of hours spent guarding entrance/exit on assigned special duties	Reader's Services	80 hours guarding entrance/exit	120 hours	5	4.5	5	4.83	
		P1.3. Percentage of offices cleaned, arranged, and maintained (1 st and 2 nd floor)	Reader's Services	85%	100%	4.5	4.5	5	4.66	
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	5	5	

Total Over-all Rating	38.3	
Average Rating (Total Over-all rating divided by 8)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.78	
ADJECTIVAL RATING	"O"	

Comments & Recommendations for Development Purpose:
 He needs to be retooled on the current trends in book printing.

Evaluated & Rated by:



ANDRELI D. PARDALES
 Chief Librarian

Date: _____

Approved by:



BEATRIZ S. BELONIAS
 VP - Instruction

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2019

Name of Staff: CRISANTO A. MAZO

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	<u>4</u>	3	2	1
2. Makes self-available to clients even beyond official time	5	<u>4</u>	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	<u>5</u>	4	3	2	1
11 Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1
12 Willing to be trained and developed	<u>5</u>	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	<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					
75/ 17					
Average Score					
4.41					

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head

Exhibit I

PERFORMANCE MONITORING FORM
 JANUARY – JUNE 2019


Name of Employee: MAZO, CRISANTO A.

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	To fast track the binding and printing of Library Materials	Backlogs to be given priority	Jan. 4	June	June	VS	VS	VS
2								
3								
4								

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

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

Prepared by:


ANDRELI D. PARDALES
 Chief Librarian

EMPLOYEE DEVELOPMENT PLAN

January – June 2019

Name of Employee: MAZO, CRISANTO A.

Performance Rating:

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

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Encourage him to use the digital way of printing.

Result: Scout for possible printing process for a crash course in digital printing.

Date: _____ Target Date: _____

Next Step:

Outcome: _____

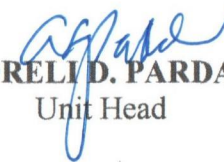
Final Step/Recommendation:

Conforme :



CRISANTO A. MAZO
Name of Ratee Faculty / Staff

Prepared by:



ANDRELI D. PARDALES
Unit Head