



Annex P

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 | 4.55 | 70% | 3.19 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.83 | 30% | 1.45 |
| TOTAL NUMERICAL RATING | | | 4.64 |

TOTAL NUMERICAL RATING: 4.64

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: 4.64

FINAL NUMERICAL RATING 4.64

ADJECTIVAL RATING: Outstanding

Prepared by:

LORBERT G. MAZO

Name of Staff

Reviewed by:

ELDON P. DE PADUA

Head, DABE

Recommending Approval:

JANNET C. BENCURE

Dean, CET

Approved:

BEATRIZ S. BEYONIAS
ROTACIO S. GRAVOSO

Vice President for Academic Affairs



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LORBERT G. MAZO, Administrative Staff of the Office of the Department of Agricultural & Biosystems Engineering, 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 2023.

LORBERT G. MAZO

Administrative Aide

Date:

Approved:

ELDON P. DE PADUA

Head, DABE

Date:

JANNET C. BENCURE

Dean, CET

Date:

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 | Rating | | | | Remark |
|---|---|---|-----------------------------|--|--------|----------------|---------|------------|------------|---------|-----------------|
| | | | | | | | Quality | Efficiency | Timeliness | Average | |
| UMFO 2. HIGHER EDUCATION SERVICES | | | | | | | | | | | |
| OVPI UMFO 3. Higher Education Management Services | | | | | | | | | | | |
| | PI 9: Number of student organizations advised/ assisted * | A20. Number of Student organizations assisted on student related activities | | Assists student organizations in implementing student related activities | | | | | | | |
| | PI 11. Additional outputs | A 25. Number of Additional outputs | | | | | | | | | |
| | | Program accreditation/evaluation | | Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation | 1 | 1 | 5 | 4 | 4 | 4.33 | CHED monitoring |

| | | | | | | | | | | |
|---|---|--|----------|---|-----------------------------|---------------------|---|---|---|------|
| UMFO 5. SUPPORT TO OPERATIONS | | | | | | | | | | |
| | OVPI MFO 4. Program and Institutional Accreditation Services | | | | | | | | | |
| | PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015* | A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015* | | Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member | zero non-conformity | zero non-conformity | 4 | 4 | 4 | 4.00 |
| | | A 45. Compliance to all requirements of the program and institutional accreditations: | | Prepares required documents and complies all requirements as prescribed in the accreditation tools | 100% | 100% | 5 | 5 | 5 | 5.00 |
| | | On program accreditations | | | | | | | | |
| | PI 9. Additional Outputs | Number of in-house seminars/trainings/workshops/reviews conducted | Assist | Assists in preparing seminars/trainings/conventions/workshops presentations | 2 | 1 | 4 | 5 | 5 | 4.67 |
| | | Number of in-house seminars/trainings/workshops/reviews conducted/attended | Attended | Attended various university seminars/workshops | 2 | 1 | 5 | 5 | 5 | 5.00 |
| UMFO 6. General Admin. & Support Services (GASS) | | | | | | | | | | |
| | PI 2. Zero percent complaint from clients served | A 46. Customerly friendly frontline services | | Provides customer friendly frontline services to clients | Zero complaint from clients | 0 | 5 | 5 | 5 | 5.00 |
| | PI 3: Additional Outputs | A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies * | | Initiates/introduces improvements in performing functions resulting to best practice | 2 | 1 | 4 | 4 | 4 | 4.00 |
| | | A 48. Other outputs implementing the new normal due to covid 19 | | Disinfect DABE Office and posted COVID related information | 100% | 100% | 4 | 4 | 4 | 4.00 |

| | | | | | | | | | | | |
|--|--|--|---|---|----|----|---|---|---|------|--|
| | | No. of management meetings conducted | Spearheaded meeting with the College of Engineering Maintenance and Inventory Committee | Spearheaded meeting with the College of Engineering Maintenance and Inventory Committee | 2 | 1 | 5 | 5 | 4 | 4.67 | |
| | | Number of office and laboratory equipment purchased | Documentation | Prepared purchase request | 15 | 10 | 5 | 5 | 5 | 5 | |
| | | Number of purchase request prepared for Constructions projects | Preparation | Prepares purchase requests of construction supplies and materials | 5 | 4 | 5 | 5 | 5 | 5 | |
| | | Number of Temporay Clearance/Exam Permit distributed to students | | Evaluated and give out student temporary clearance/exam permit | | | | | | | |
| | | Number of DABE management committee meetings facilitated | Prepares and facilitates | Facilitate in the conduct of DABE Management committee meeting, DABE Meeting | 1 | 1 | 4 | 4 | 4 | 4 | |
| | | Number of OPCR and IPCR prepared and finalized | Prepares and finalize | Prepares the IPCR | 1 | 1 | 5 | 5 | 5 | 5 | |
| | | Number of committee handled | Chairman of the College Maintenance and Inventory Committee | Supervise and plan | 1 | 1 | 4 | 4 | 4 | 4 | |
| | | Number of committee handled | Member of the College Lawn and Building Maintenance Committee | Plan | 1 | 1 | 5 | 4 | 4 | 4.33 | |
| | | Number of rooms utilization prepared | Preparation | Preparation of room utilization for Engineering Building and CET Annex | 5 | 4 | 5 | 5 | 5 | 5 | |
| | | Number of academic lecture/laboratory rooms maintained | Documentation | Regular maintenance of the cleanliness of laboratory room | 5 | 4 | 4 | 4 | 4 | 4 | CPB 01, CPB 02, CPB 03, CPB 04 & Farm Machinery Shed |

| | | | | | | | | | | | |
|---|--|--|---|--|---------------|---|-------------|---|---|---|--|
| | | Number of Application for CHED Center of Excellence | Documentation | Assist in preparing of documents for CHED Center of Excellence/ Center of Development in Agricultural and Biosystems Engineering | 1 | 1 | 5 | 5 | 5 | 5 | |
| | | No. of sub-committee handled | Serves as chairman of the Sub-CET Committee on Building | Serves as chairman of the Sub-CET Committee on Building Maintenance | 1 | 1 | 5 | 5 | 5 | 5 | |
| | | Number of times of maintenance of Supplies, materials and equipment in the CPB Laboratory Room | Maintenance of the apparatus | Maintenance of the apparatus | 4 times/ week | 4 | 4 | 4 | 4 | 4 | |
| | | Number of committee meetings attended | Serve as member of the committee | Serve as member of the committee on Crisis Management of UDRRM | 4 times/month | | | | | | |
| Number of Performance Indicators Filled-up | | | | | | | 20 | | | | |
| Total Over-all Rating | | | | | | | 91.000 | | | | |
| Average Rating | | | | | | | 4.55 | | | | |
| Adjectival Rating | | | | | | | Outstanding | | | | |
| Comments & Recommendations for Development Purpose: Recommend to attend trainings / workshops to improve his skills and performance | | | | | | | | | | | |


Evaluated and Rated by:


ELDON R. DE PADUA
Head, DABE
Date:

Recommending Approval:


JANNET C. BENCURE
College Dean
Date:

Approved:


BEATRIZ S. DELONIAS
~~ROTACIO S. GRAVOSO~~
VP, Academic Affairs
Date:

PERFORMANCE MONITORING FORM


Name of Employee: **LORBERT G. 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 | Advanced Education - evaluating MSAE admission application | - | - | - | - | - | - | Not Teaching MS |
| 2 | Higher Education - Teaching BS courses | - | - | - | - | - | - | Not Teaching MS |
| 3 | Research services | - | - | - | - | - | - | No Research conducted |
| 4 | Extension services | - | - | - | - | - | - | No Extension services |
| 5 | Support to operations | Varied ISO & acad. documents and services | 7-1-2023 | 12-31-2023 | 7-31-2023 | I | VS | Assigned ISO, acad. documents, etc. done |
| 6 | General administration & support services | Varied general documents & services | 7-1-2023 | 12-31-2023 | 7-31-2023 | VI | VS | Assigned gen. docs. & services done |

*Either very impressive (VI), impressive (I), needs improvement (NI), poor (P), very poor (VP)

**Outstanding (O), very satisfactory (VS), satisfactory (S), unsatisfactory (US), poor (P)

Prepared by:


ELDON P. DE PADUA
 Head, DABE



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2023

Name of Staff: Lorbert 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.

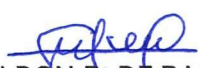
| Scale | Descriptive Rating | Qualitative Description |
|-------|--------------------|---|
| 5 | Outstanding | The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model |
| 4 | Very Satisfactory | 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 |

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

| | | | | | |
|---|-------|---|---|---|---|
| 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 | 58 | | | | |
| 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 | 4.833 | | | | |
| <p>Overall recommendation:</p> <p>The undersigned recommends Mr. Mazo to particularly work on Section A, Item 10, of this rating instrument re: "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"</p> | | | | | |


ELDON P. DE PADUA
 Head, DABE



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Lorbert G. Mazo**
Performance Rating: 4.69

Aim: Mr. Lorbert G. Mazo as an effective laboratory technician and property custodian of the Department of Agricultural and Biosystems Engineering (DABE)

Proposed Interventions to Improve Performance:

Note:

Mr. Lorbert G. Mazo will be developed into an effective laboratory technician and property custodian of DABE.

Date: July 1, 2023

Target Date: December 31, 2023

First Step

- Re-orientation on the roles and responsibilities of a laboratory technician and property custodian and orientation/updating on the new and emerging tools, equipment, and technologies which will be used in different courses offered in the BS Agricultural and Biosystems Engineering (BSABE) program.


Second Step

- Send to relevant trainings/workshops/seminars to improve the technical and professional proficiency of the staff.

Results:

- Mastery on the proper use and management of laboratory tools, equipment, and other facilities under DABE.
- Mastery on the implementation of 5S in keeping DABE facilities and other properties organized.
- Improved technical and professional skills.

Prepared by:


ELDON P. DE PADUA
Head, DABE

Conforme:


LORBERT G. MAZO
Staff, DABE