

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Mazo, Lorbert G.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.929	70%	3.450
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.917	30%	1.475
TOTAL NUMERICAL RATING			4.925

TOTAL NUMERICAL RATING: 4.925
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Prepared by:

LORBERT G. MAZO
Name of Staff

Reviewed by:

ARTHUR IT. TAMBONG, FRSAE
Head & Professor III, DAE
Department/Office Head

Recommending Approval:

ROBERTO C. GUARTE
Dean, CoEng

Approved:

BEATRIZ S. BELONIAS
VP for Instruction

ARTHUR T. TAMBOUR, FRSAC
Head & Professor III, DAE

A handwritten signature in dark ink, appearing to be 'A. Tambour', is located in the lower right quadrant of the page. The signature is written in a cursive style with a large initial 'A'.



MFO No.	MFO Description	Success/Performance Indicator (PI)	Program/Activities/ Projects	Tasks Assigned	Target	Accomplishment (Jul-Dec 2018)	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 2. HIGHER EDUCATION SERVICES											
OVPI MFO 1. Curriculum Program Management Services											
		Best Practices/New Initiatives:									
		Number of maintained Center of Excellence (COE) status designated by CHED	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (COE)	1	1	5	5	5	5.0	Center of Excellence in BSAE degree program
		Number of AACCUP Accreditation maintained	Updating and maintaining documents	Updates and maintains documents re AACCUP	1	1	5	5	5	5.0	BSAE Level III Phase 2
		Number of ISO 9001:2015 applied	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	5	5	5.0	ISO 9001:2015 Certification
						Total points:				15.0	
UMFO 5. SUPPORT TO OPERATIONS (STO)											

OVPI MFO 3. Faculty Evaluation Services											
		PI 4. Number of in-house seminars/trainings/workshops/reviews conducted/attended	Preparing documents/ As participant/ As secretariat	Conducts/Participates in-house seminars/trainings/workshops/reviews and/or Assist in preparation and printing of all documents	3	3	5	4	5	4.7	Varied In-house Seminars/ Trainings/Conventions/ Workshops attended
OVPI MFO 4. Program and Institutional Accreditation Services											
		PI 1. Number of degree programs which passed accreditation/evaluation at least Level I	Documenting/ Monitoring	Documents/Monitors	1	1	5	5	5	5.0	BSAE
		PI 3. Percentage of degree program compliant with CHED	Documenting/ Monitoring	Documents/Monitors	100%	100%	5	5	5	5.0	100% complied with CHED (BSAE, BSABE & MSAE degree programs)
		PI 4. Additional outputs									
		Number of activities organized/attended/ assisted/participated/ facilitated	Documenting	Documents activities organized/attended/ assisted/participated/ facilitated	2	2	5	4	5	4.7	PSAE/CoE activities
						Total points:				19.3	
UMFO 6. GENERAL ADMINISTRATION & SUPPORT SERVICES											
		PI 1. Efficient and customer-friendly frontline service	Service	Served clients with courtesy; immediate response to client needs and inquiries	100%	100%	5	5	5	5.0	100% no complaint; Served clients with courtesy; immediate response to client needs and inquiries
		PI 2. Additional outputs									
		Number of documents attended and served	Documenting	Assists on to be signed and approved documents	50	65	5	4	5	4.7	Varied documents
		Number of academic lecture/laboratory rooms maintained	Service	Maintains academic lecture/laboratory rooms	12	12	5	5	5	5.0	DAE lec and lab rooms, Comfort rooms
		Number of heavy equipment maintained	Service	Maintains heavy equipment	4	4	5	5	5	5.0	2 Tractors (Hand Tractor & Ford), 1 Universal Testing Mach. (UTM), Radial Flow
		Number of office and laboratory equipment purchased	Purchasing	Purchases office and laboratory equipment	10	35	5	5	5	5.0	Varied new laboratories/office equipment
		Best Practices/New Initiatives:									
		Number of Application for ISO (Prepared) - on-going	Preparing/ Encoding/ Printing	Prepares documents for ISO 9001:2015 application	1	1	5	5	5	5.0	On-going

[illegible]

		Number of Application for CHED Center of Excellence	Updating and maintaining documents	Updates and maintains documents re Center of Excellence (COE)	1	1	5	5	5	5.0	BSAE
						Total points:				34.7	Comments & Recommendations for Development Purpose: <i>Improve skills and implementation of 5S and ISO in the laboratory.</i>
Total Over-all Rating										69.000	
Average Rating										4.929	
Additional points:											
Approved additional points (with copy of approval) :											
Final Rating										4.929	
Adjectival Rating										Outstanding	

Evaluated and Rated by:

ARTHUR IT. TAMBONG, FPSAE

Head, DAE

Date: _____

Recommending Approval:

ROBERTO C. GUARTE, Ph.D.

Dean, CoEng

Date: _____

Approved:

BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Instruction

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - Dec 2018Name of Staff: Mazo, Lorbert G.Position: Admin. Aide

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					
Average Score					

Overall recommendation : Improve Lab. recording.

ARTHUR T. TAMBONG, FPSAE
Head & Professor III, DAE

Name of Head

ARTHUR T. TAMBORETTI
Head & Professor III, DAE



Visayas State University
College of Engineering
Department of Agricultural Engineering
Visca, Baybay City 6521, Leyte, Philippines

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Mr. Lorebert G. Mazo**

Performance rating: 4.785 (Outstanding)

Aim: Mr. Mazo as an effective Laboratory Technician

Proposed Interventions to Improve Performance:

To train Mr. Mazo on the use and operation of newly acquired electronic instruments.

Date: January 2018

Target Date: June 2018

First Step

Mr. Mazo was trained on the use and operation of newly acquired electronic instruments.

Results:

- Enhanced knowledge of Mr. Mazo on the use and operation of new equipment.
- Higher utilization of new equipment.

Date: July 2018

Target Date: December 2018

Next Step:

Mr. Mazo was trained on the maintenance of newly acquired electronic instruments.

Outcomes:

- High level of newness of new equipment.
- Lower risk of damage of equipment.

Final steps/Recommendations:

- Mr. Mazo was advised to take the Civil Service Examination to facilitate his promotion whenever a vacancy opens in higher positions.

Date: Dec. 2018

Target Date: June 2019

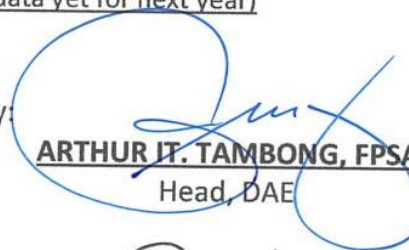
Next Step:

- Sustain and further improve laboratory technical management compliant to OBE

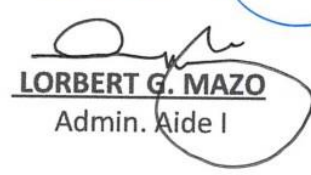
Outcomes:

- (no data yet for next year)

Prepared by:


ARTHUR J. TAMBONG, FPSAE
Head, DAE

Conforme:


LORBERT G. MAZO
Admin. Aide I