



OIVERSITY LEARNING COMMONS (LIBRARY)

Visca, Baybay City, Leyte, PHILIPPINES Telefax: +63 53 563 7512; Local 1055 Email: library@vsu.edu.ph Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: CRISANTO A. MAZO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.22	70%	2.95
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
	TOTAL NUN	IERICAL RATING	4.30

TOTAL NUMERICAL RATING:	4.30
Add: Additional Approved Points, if any: _ TOTAL NUMERICAL RATING: _	
FINAL NUMERICAL RATING	4.30
ADJECTIVAL RATING:	"VS"

Prepared by:

JANSEL JOI C VILLAS
Name of Staff

Reviewed by:

VICENTE A. GILOS
Department/Office Head

Recommending Approval:

N/A

Dean/Director

Approved:

ALELI A. VILLOCINO

Vice President-Students Affairs

and Services

INDIVIDUAL PERFORMANCE ACCOMPLISHMENTS & REVIEW (IPAR) FORM

I, <u>CRISANTO A. MAZO</u>, of the <u>UNIVERSITY LEARNING COMMONS</u> commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period <u>JULY TO DECEMBER 2023.</u>

CRISANTO A. MAZO

Ratee JAN 1 8 2024 Approved:

VICENTE A. GILOS

Head of Unit

JAN 2 2 2024

				07111 2 2 2	.027				
		Task Tai		Rating		Rating			
MFO & PAPs	Success Indicators	Assigned	January- December 2023	Actual Accomplishment	Q ¹	E ²	T ³	A ⁴	
VSAS STO 1: ISO 9001:2	015 ALIGNED DOCUMENTS								
	PI 2. Percentage of 5S implementation at the workplace	Technical Services	90%	95%	5	4	4	4.33	
VSAS MFO LS (for Librar	y Services)								
LS 1 TECHNICAL SERVICES	PI 5.1 No. of repaired books, journals cover printed	Preservatio n & Bindery Services	300 volumes	90 volumes	3	3	2	2.67	Repair of books assigned to another staff
	PI 7.1 No. of hours spent for inventory	Technical Services	80 hours	N/A					Inventory was done thru automation method
	PI 10.1 No. of copies of New Acquisitions Lists soft bound	Preservatio n & Bindery Services	8	N/A					Claimed Jan – June 2023

LS 4	PI 1.1 No. of activities,	Facilitative Services	4	6	5	5	4	4.67	
Dragrama /Training and	meetings, programs	Services							
Programs/Training and	attended/assisted/facilitated								
Activities									
UMFO 6 - GENERAL AM	INSTRATION AND SUPPORT SERV	ICES			-				
LS GASS 1	Pl. 1 Efficient & customer	Frontline	0% complaint	0% complaint	5	4	4	4.33	
	friendly frontline service: Zero	Services							
Frontline Services	percent complaint from clients								
	served								
LS GASS 2	PI 1.1 No. of Staff	Admin and	4 Staff (3 JOs	4 Staff (3 JOs	5	4	4	4.33	
Admin and Facilitative	supervised	Facilitative	and 1 Regular	and 1 Regular					
Services		Services	Staff)	Staff)					
LS GASS 4	PI 1.1 No. of bound theses	Admin and	700 bound	1,063 bound	5	5	5	5	
Income Generating	cover printed	Facilitative	theses	theses					
Services	•	Services							
Total Over-all rating									
Total Over all rating									
Average Rating									
Adjectival Rating									

Average Rating (Total Over-all rating divided by)	
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

Comments & Recommendations for Development Purpose:

He needs to trains his staff, to become efficient binders to maintain if not increase the high-quality outputs.

Evaluated & Rated by/

VICENTE A. GILOS
Dept./Unit Head
Date: 2 2 JAN 2024

1 - Quality 2 - Efficiency 3 - Timeliness

4 - Average

Approved by:

ALELI A. VILLOCINO

VP for Student Affairs and Services
Date: 2 5 JAN 2024

PERFORMANCE MONITORING FORM

Name of Employee: CRISANTO A. MAZO

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to	Actual Date accomplished	Quality of Output*	Over-all assessment	Remarks/ Recommendation
				Accomplish			of output**	
1	Repairs Library Books and	75	July 1,	December	December 29.	Impressive	Very	
	journals	volumes	2023	29. 2023	2023		satisfactory	
2	Supervises 1 unit with 1 regular staff and 2 job order workers	Efficient with quality output	July 1, 2023	December 29. 2023	December 29. 2023	Impressive	Very satisfactory	
3	Prints manuscript covers	175 volumes	July 1, 2023	December 29, 2023	December 29. 2023	Impressive	Satisfactory	

^{*} Either very impressive, impressive, needs improvement, poor, very poor

Prepared by:

VICENTE A. GILOS
Unit Head

^{**} Outstanding, very satisfactory, satisfactory, unsatisfactory, poor





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Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>JULY - DECEMBER 2023</u>

Name of Staff: CRISANTO A. MAZO Position: ADMINIS

Position: ADMINISTRATIVE ASSISTANT

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							

 Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding. Makes self-available to clients even beyond official time 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 	5 5 5	4	3	2	1
Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory			3	2	1
such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory	5)4			
overtime pay			3	2	1
 Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time. 	5	4	3	2	1
 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
 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
 Keeps accurate records of her work which is easily retrievable when needed. 	5	4	3	2	1
 Suggests new ways to further improve her work and the services of the office to its clients 	5	4	3	2	1
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
 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			54		
	eadership & Management (For supervisors only to be rated by higher supervisor)		5	Scal	е	
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	:	1	7	

VICENTE A. GILOS
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CRISANTO A. MAZO Performance Rating: JULY - DECEMBER 2023
Aim:
Proposed Interventions to Improve Performance:
Date: December 2023 Target Date: January 2024.
First Step It is suggested that he attend the seminar on Attaining Work-life Balance and productivity.
Result: He declined stating that he will retire soon.
Date: Target Date:
Next Step:
Outcome:
Final Step/Recommendation: He should train on of his subordinate on book cover printing.

Prepared by:

VICENTE A. GILOS
Unit Head

Conforme:

CRISANTO A. MAZO
Name of Ratee Faculty/Staff