



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)
1. Numerical Rating per IPCR	4.57	70%	3.20
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.55

TOTAL NUMERICAL RATING:

4.55

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.55

ADJECTIVAL RATING:

"O"

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 COMMITMENT & REVIEW FORM (IPCR)

I, CRISANTO A. MAZO, of the UNIVERSITY LEARNING COMMONS commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY TO JUNE 2023.

CRISANTO A. MAZO
Ratee

Approved: VICENTE A. GILOS
Head of Unit

MFO & PAPs	Success Indicators	Task Assigned	Target January- December	Actual Accomplishm ent	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
VSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
	PI 2.Percentage of 5S implementation at the workplace	Technical Services	90%	95	4	4	4	4	
VSAS MFO LS (for Library Services)									
LS 1 TECHNICAL SERVICES	PI 5.1 No. of repaired books, journals cover printed	Preservatio n & Bindery Services	150 volumes	904	5	5	5	5	
	PI 7.1 No. of hours spent for inventory	Technical Services	40 hours						August 2023
	PI 10.1 No. of copies of New Acquisitions Lists soft bound	Preservatio n & Bindery Services	4	68	5	5	5	5	
LS 4 Programs/Training and Activities	PI 1.1 No. of activities, meetings, programs attended/assisted/facilitated	Facilitative Services	2	6	4	4	5	4.33	
UMFO 6 – GENERAL AMINSTRATION AND SUPPORT SERVICES									
LS GASS 1	PI. 1 Efficient & customer friendly frontline service: Zero	Frontline Services	0% complaint	0	4	4	5	4.33	

Frontline Services	percent complaint from clients served								
LS GASS 2 Admin and Facilitative Services	PI 1.1 No. of Staff supervised	Admin and Facilitative Services	2 Staff (3 JOs and 1 Regular Staff)	4	4	4	5	4.33	
LS GASS 4 Income Generating Services	PI 1.1 No. of bound theses cover printed	Admin and Facilitative Services	350 bound theses	1,174	5	5	5	5	
Total Over-all rating					31.99				
Average Rating					4.57				
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by)		4.57
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.57
ADJECTIVAL RATING		O

Comments & Recommendations for Development Purpose:

As he expresses his near retirement, he needs to train the staff under his authority on bookbinding and printing processes. He needs to learn how to delegate.

Evaluated & Rated by:

VICENTE A. GILOS

Dept./Unit Head

Date: 7/24/23

Approved by:

ALELI A. VILLOCINO

VP for Student Affairs and Services

Date: _____

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

PERFORMANCE MONITORING FORMName of Employee: **CRISANTO A. 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	Repairs Library Books and journals	150	Jan 2023	June 2023	June 30, 2023	Impressive	Very satisfactory	
2	Supervises 1 unit with 1 regular staff and 2 job order workers	Efficient with quality output	Jan 2023	June 2023	June 30, 2023	Impressive	Very satisfactory	
3	Prints manuscript covers	350	Jan 2023	June 2023	June 30, 2023	Impressive	Satisfactory	

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

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

Prepared by:

**VICENTE A. GILOS**
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-JUNE 2023

Name of Staff: CRISANTO A. MAZO

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

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.	<u>5</u>	4	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	<u>5</u>	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	<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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	<u>5</u>	4	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	<u>5</u>	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	<u>4</u>	3	2	1

11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
12. Willing to be trained and developed	5	<u>4</u>	3	2	1
Total Score	54				
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	4.5				

Overall recommendation : _____


VICENTE A. GILOS
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **CRISANTO A. MAZO**
Performance Rating: JANUARY - JUNE 2023

Aim:

Proposed Interventions to Improve Performance:

Date: Jan 2023 Target Date: June 2023.

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