



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: MAZO, CRISANTO A.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.4	70%	3.08
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4	30%	1.2
TOTAL NUMERICAL RATING			4.28

TOTAL NUMERICAL RATING: 4.28

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.28

ADJECTIVAL RATING: "VS"

Prepared by:

Reviewed by:

CRISILDA MARIE C. ROBLE

Name of Staff

VICENTE A. GILOS

Department/Office Head

Approved:

ALELI A. VILLOCINO

Vice President – Students Affairs
And Services

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 2021

CRISANTO A. MAZO

Ratee

Approved:

VICENTE A. GILOS

Head of Unit

MFO & PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OCLMFO 3 Technical Services	PI 1. Number of volumes of repaired books and bound journals machine printed cover titles	Technical Services	150	224	5	5	4	4.66	
	PI 2. Number of hours bookshelves inventoried	Technical Services	40 hours bookshelves inventoried	N/A	N/A	N/A	N/A	N/A	For the month of July
OCLMFO 6 Administrative and Support Services Management	PI 5 Number of Library unit/s or section operations managed efficiently	Support Services	1 unit or section	1	4	4	5	4.3	
OCLMFO 7 Efficient and customer-friendly	PI 1. Efficient and Customer Friendly Frontline Assistance	Technical Services	0 Complaint	0 Complaint	5	4	4	4.3	
OCLMFO 8 Income Generating Services	PI 2. Number of Staff supervised	Income Generating Project	3 Staff (2 JOs and 1 Regular Staff)	5	5	4	5	4.6	
	PI 3 Number of bound theses cover printed	Income Generating Project	600 bound theses	1,011	5	5	4	4.6	

Average Rating (Total Over-all rating divided by 6)	22.46	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.49	
ADJECTIVAL RATING	"VS"	

Evaluated & Rated by:

VICENTE A. GILOS

Dept./Unit Head

Date: _____

Approved by:

ALELI A. VILLOCINO

VP for Student Affairs and Services

Date: _____

Comments & Recommendations for Development Purpose:

A Head training related to Binding Services. Be willing to be trained by the Head Binder in cover printing.

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

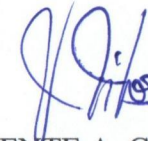
PERFORMANCE MONITORING FORMName of Employee: Mazo, Crizanto A.

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	Repairs Library Books and journals	70	July 2021	December 30, 2021	December 30, 2021	Impressive	Very satisfactory	
2	Supervises 1 unit with 1 regular staff and 2 job order workers	Efficient with quality output	July 2021	December 30, 2021	December 30, 2021	Impressive	Very satisfactory	
3	Binds manuscripts	545	July 2021	December 30, 2021	December 30, 2021	Impressive	Very 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: July-December 2021

Name of Staff: MAZO, CRISANTO A.

Position: ADMIN. ASST. I

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.	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	5	4	<u>3</u>	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	5	<u>4</u>	3	2	1

Total Score		49				
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	<u>4</u>	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	4	<u>3</u>	2	1	
Total Score		19/17				
Average Score		4				

Overall recommendation

: He may need to attend a seminar/webinar on effective support staff supervising.

VICENTE A. GILOS

Head

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.

Page 2 of 2

FM-PRO-14
v1 05-27-2020

No. 318

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Crisanto A. Mazo

Performance Rating: _____

Aim:

Proposed Interventions to Improve Performance:

Date: JULY 2021 Target Date: DECEMBER 2021

First Step

Result:


Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation: : A webinar/seminar on supervising support staff is recommended for him to attend.

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:



CRISANTO A. MAZO
Name of Ratee Faculty/Staff