

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF
Janaury to June 2018

Name of Administrative Staff: CRISANTO A. MAZO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	70%	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.0	30%	1.2
TOTAL NUMERICAL RATING			4.51

TOTAL NUMERICAL RATING: 4.51
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.51

ADJECTIVAL RATING: "VS"

Prepared by: 
CRISANTO A. MAZO
Name of Staff

Reviewed by: 
ANDRELI D. PARDALES
Department/Office Head 

Approved: 
BEATRIZ S. BELONIAS
Vice President-Instruction

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 2018

CRISANTO A. MAZO
Ratee

Approved:

ANDRELI D. PARDALES
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2018 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 6 GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)										
LIBMFO 2	EFFICIENT AND CUSTOMER FRIENDLY FRONTLINE ASSITANCE	P1 1. Efficient and customer-friendly frontline services	Front Services	O Compliant from client	O Compliant from client	5	5	5	5	
UFMO 5 SUPPORT TO OPERATIONS (STD)										
LIBMFO 5	LIBRARY SERVICES									
		P.I.1 Number of volumes of books, bound journals reprint and machine printed theses cover titles.	Technical Services	800 repaired books bound journals and thesis machine printed over titles	1,125 repaired books bound journals and thesis machine printed over titles	5	4.5	5	4.83	
LIBMFO 5	LIBRARY SERVICES	P.I.2 Number of hours spent guarding entrance/exit on assigned during special duties	Technical Services	80% hours guarding entrance/exit	95% hours guarding entrance/exit	5	4.5	4.5	4.66	
		P.I.3. Percentage of offices cleaned, arranged, and maintained (1 st and 2 nd floor)	Reader's Services	25% cleaned, arranged and maintained (1 st & 2 nd floor)	50% cleaned, arranged and maintained (1 st & 2 nd floor)	4.5	4.5	4.5	4.5	

Total Over-all Rating	18.99	
Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.74	
ADJECTIVAL RATING	"O"	

Comments & Recommendations for Development Purpose:

Mr. Mayo has to maintain his initiative to fast-track the request for purchase of land survey materials.

Evaluated & Rated by:

[Signature]
ANDRELI D. PARDALES
 Chief Librarian

9/14

Date: _____

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

Approved by:

[Signature]
BEATRIZ S. BELONIAS
 Vice President for Instruction

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: **CRISANTO A. MAZO**

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	
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	

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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					68/100				
Average Score					4				

Overall recommendation : _____


ANDRELI D. PARDALES
 Name of Head *no 9/14*

PERFORMANCE MONITORING FORM


Name 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	Number of volumes of book repaired, bound journals, and machine printed theses cover titles	500 volumes	January 2018	June 2018	June 2018	Impressive	Outstanding	
2	Number of hours guarding the entrance /exit on assigned special duties	80 hours	January 2018	June 2018	June 2018	Impressive	Outstancing	
3								
4								
5								
6								
7								

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

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

Prepared by:


 ANDRELLI P. PARDALES
 Chief Librarian

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EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MAZO, CRISANTO A.
Performance Rating: Janaury to June 2018

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step: Reminded of his responsibility as head of a unit.

Result: Initiated the move by contacting suppliers of Bindery materials

Date: _____ Target Date: _____

Next Step:

Outcome: *He was able to contact the supplier of bindery equipment*

Final Step/Recommendation:

Continue to give him the chance to have initiative

Prepared by:

Andre D. Pardaless
ANDRE D. PARDALES
Unit Head