

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **TIRSO P. IGOT**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.75	0.70	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	0.30	1.40
TOTAL NUMERICAL RATING			4.73

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

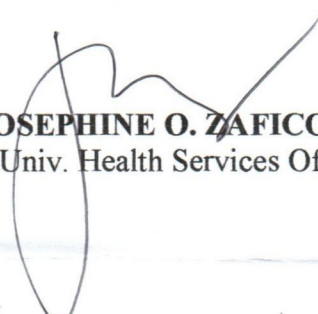
TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Prepared by:

Reviewed by:


TIRSO P. IGOT
Name of Staff


JOSEPHINE O. ZAFICO
OIC, Univ. Health Services Office

Recommending Approval:


REMBERTO A. PATINDOL
OIC, Chairman, PMT

Approved:


EDGARDO E. TULIN
President

Pagala
TIRSO P. IGOT
Admin. Aide III

JOSEPHINE Q. ZAFICO, M.D.
 OIC, Univ. Health Services Office

MFO/PAPs	Success Indicator	Task Assigned	Target	Accomplishment	Rating				Re marks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: General Administrative and Support Services									
VPAF MFO4: University Health Services and Management									
MFO 4: ADMINISTRATIVE AND SUPPORT SERVICES									
Pl. 4 No. of Standard Government Forms reviewed and signed	No. of follows-up done	Does messengerial job and makes follow-up of PR's, payrolls and other documents	55	98	4	5	5	4.70	
	No. of times offices, wards and comfort rooms cleaned and maintained	Maintains cleanliness & orderliness of the entire hospital (offices & wards) and portion of the premises assigned	300	540	5	4	5	4.70	
	No. of patients assisted at the Ward & ER	Acts as IW by facilitating patients at the OR, Ward (transport of patients & bedmaking)	120	205	5	5	5	5.00	
	No. of times waste disposal is done	Dispose of garbage properly 1-2 times every shift or every tour of duty	45	88	5	4	5	4.70	
	No. of times plants are taken cared of	Watering of plants, weeding and planting of ornamental/ flowering plants & trees	30	58	4	5	5	4.70	

Other tasks performed										
	No. of times Daily Sales remitted to Cash Division	Remittance of Daily Sales of the Unit	250	560	5	4	5	4.70		
Total Over-all Rating					28	27	30	29		
Average Rating										

Average Rating (Total Over-all rating divided by 31)		4.75
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes:

Received by:



TERESITA L. QUIÑANOLA

PRPEO

Date: _____

Calibrated by:



REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending Approval:



REMBERTO A. PATINDOL

Vice President for Finance

Date: _____

Approved by:



EDGARDO E. TULIN

President

Date: _____

- 1 - quality
- 2 - effieciency
- 3 - timeless
- 4 - average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December, 2016
 Name of Staff: TIRSO P. IGOT, Position: Admin. Aide III

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		54											

B. Leadership & Management <i>(For supervisors only to be rated by higher supervisor)</i>	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					4.67

Overall recommendation : _____

JOSEPHINE O. ZAFICO, M.D.
Name of Head