



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **TIRSO E. IGOT, JR.**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	4.50 X 70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.33	4.33 X 30%	1.30
TOTAL NUMERICAL RATING			4.45

TOTAL NUMERICAL RATING: 4.45

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.45

ADJECTIVAL RATING: "VS"

Prepared by:

TIRSO E. IGOT, JR.
Name of Staff

Reviewed by:

VICENTE A. GILOS
Department/Office Head

Approved:

ALELI A. VILLOCINO
Vice President for Students Affairs &
Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **TIRSO E. IGOT, JR.**, 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 July – December 2020

TIRSO E. IGOT, JR.
Ratee

Approved:

VICENTE A. GILOS
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Tasks Assigned	2020 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
LIBMO 5 SUPPORT TO OPERATIONS (STD)										
LIBMFO 3	TECHNICAL SERVICES	PI 1.Number of hours spent annual inventory	Technical Services	(4 weeks)	(4 weeks)	N/A	N/A	N/A	N/A	Done last June 2020
		PI 2. Number of Books repaired	Technical Services		150 books repaired	5	5	4	4.67	
LIBMFO 4	READER'S SERVICES	PI 1. Number of hours spent securing the Control (entrance/exit) Unit	Reader's Services	360 hours (65 days)		N/A	N/A	N/A	N/A	As of this time no guarding of entrance/exit due to pandemic
		PI 2. Number of hours spent securing the library and its facilities during special duties. (Opening and/or closing doors and windows, turning off lights and electric fans, etc.) (AM & PM)	Reader's Services	12 hours (40mins./day)	15 hours	5	4	4	4.33	
		PI 3. Number of hours spent cleaning library facilities on assigned area (Cleaning CR, arranging tables and chairs, (1 st , 2 nd 3 rd floor) etc.) (AM & PM)	Reader's Services	40 hours (1.33 hrs./day)	45 hours	5	4	4	4.33	
		PI 4.Number of hours spend grass cutting the Univ. Library surroundings	Twice a month	Twice a month	Twice a month	5	5	4	4.67	
		PI 5. Number of DTRs counterchecked and verified	Frontline Service	156 DTRs	156 DTRs	5	4	4	4.33	

UMFO 6 – GENERAL ADMINISTRATIVE SUPPORT SERVICES

LIB MFO 6	Income Generating Services									
		Number of manuscript sewn			150 manuscript	5	5	4	4.67	

Total Over-all Rating	27	
Average Rating (Total Over-all rating divided by 6)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING	4.5	
ADJECTIVAL RATING	"VS"	

Evaluated & Rated by:

VICENTE A. GILOS

Chief Librarian

Date: _____

Comments & Recommendations for Development Purpose:

He used to be the frontliner. Now he is learning the bindery work. He shows enthusiasm in adopting change and he accepted his new task positively.

Approved by

ALELI A. VILLOCINO

VP – Students Affairs & Services

Date: _____

1 – Quality
2 – Efficiency

3 - Timeliness
4 – Average

PERFORMANCE MONITORING FORM

July – December 2020


Name of Employee: TIRSO E. IGOT, JR.

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 Books Repaired	50		July 2020	Dec 2020	impressive	VS	
2	Number of hours spent in cleaning of toilets and floors of the library	40		July 2020	Dec 2020	impressive	VS	
3	Number of hours spent securing the library and its facilities	12		July 2020	Dec 2020	impressive	VS	
4	Number of hours spent in cleaning surroundings	96		July 2020	Dec 2020	impressive	VS	
5	Number of manuscripts sewn	50		July 2020	Dec 2020	impressive	VS	

* 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 TO DECEMBER 2020

Name of Staff: TIRSO E. IGOT, JR.

Position: Admin. Aide - 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.	5	<u>4</u>	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.	<u>5</u>	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	<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	<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	<u>5</u>	4	3	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

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.

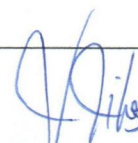
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No. 42

12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
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	52 / 12				
Average Score	4.33				

Overall recommendation : _____



VICENTE A. GILOS
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

July to December 2020

Name of Employee: TIRSO E. IGOT, JR.
Performance Rating: _____

Aim: To become a more well-rounded library personnel. Due to the pandemic, he has to learn other tasks to continue contribute to the output of the library

Proposed Interventions to Improve Performance:

Date: July 2020 Target Date: December 2020

First Step: . The Chief Binder was task to train him to the various tasks in the bindery and preservation unit

Result: He learned new skills though he needs more practice to have more quality outputs.

Date: _____ Target Date: _____

Next Step: He was fielded as messengerial tasks as alternative to Jose Saulan'

Outcome: He delivered documents on time,

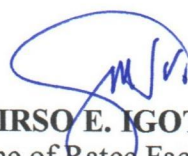
Final Step/Recommendation:

He needs more training on how to keep records and make him understand in details the importance of keeping records of the things being forwarded to other offices.

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


TIRSO E. IGOT, JR.
Name of Ratee Faculty/Staff