

## 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	4.79	0.70	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	0.30	1.38
<b>TOTAL NUMERICAL RATING</b>			<b>4.73</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_


Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

ADJECTIVAL RATING: \_\_\_\_\_

Prepared by:

Reviewed by:

  
**TIRSO P. IGOT**  
Name of Staff

  
**ELWIN JAY V. YU**  
Chief of Hospital I

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Vice Pres. for Admin and Finance

Approved:

  
**REMBERTO A. PATINDOL**  
Vice Pres. for Admin and Finance

## INDIVIDUAL PERFORMANCE COMMITMENT &amp; REVIEW FORM (IPCR)

I, **Tirso P. Igot**, Admin. Aide III of the VSU Hospital commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 2018

  
**TIRSO P. IGOT**  
 Admin. Aide III

  
**ELWIN JAY V. YU, M.D.**  
 Chief of Hospital I

MFO/PAPs	Success Indicator	Task Assigned	Target	Accomp lishment	Rating				Re marks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6: General Administration and Support Services									
OVPAF MFO8: University Health Services and Management									
MFO1:									
Administrative and Support Service Management	Client-Centered Services	Zero complaints for every patient	0	0	5	5	5	5.00	
PI. 4 No. of Standard Government Forms reviewed and signed	No. of follows-up done	Does messegerial job and makes follow-up of PR's, payrolls and other documents	55	110	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 potion of the premises assigned	300	620	5	5	5	5.00	
	No. of patients assisted at the Ward & ER	Acts as IW by facilitating patients at the OR, Ward (transport of patients & bedmaking)	120	200	5	5	4	4.70	
	No. of times waste disposal is done	Dispose of garbage properly 1-2 times every shift or every tour of duty	45	98	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	80	4	5	5	4.70	

Support services/activities	No. of times Daily Sales remitted to Cash Division	Remittance of Daily Sales of the Unit	250	300	4	5	5	4.70	
Total Over-all Rating					32	34	34	34	
Average Rating									

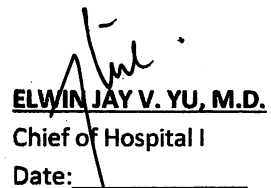
Average Rating (Total Over-all rating divided by 31)		4.79
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

**Comments & Recommendations for**

**Development Purposes:**

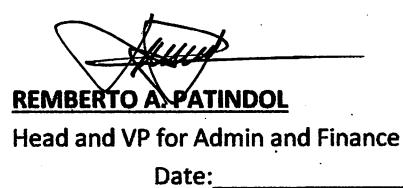
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Evaluated and Rated by

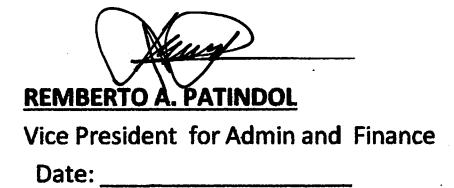
  
**ELWIN JAY V. YU, M.D.**  
 Chief of Hospital I  
 Date: \_\_\_\_\_

- 1 - quality
- 2 - efficiency
- 3 - timeliness
- 4 - average

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
 Head and VP for Admin and Finance  
 Date: \_\_\_\_\_

Approved by:

  
**REMBERTO A. PATINDOL**  
 Vice President for Admin and Finance  
 Date: \_\_\_\_\_

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER, 2018

Name of Staff: TIRSO P. IGOT. Position: Admin. Aide III

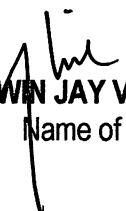
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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		55				

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	4.58				

Overall recommendation : \_\_\_\_\_

  
**ELWIN JAY V. YU, M.D.**  
 Name of Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: IGOT, Tirso P.  
Performance Rating: OUTSTANDING

Aim: To maintain efficiency in maintenance of cleanliness in or around the hospital

Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: December 2018

First Step: Encourage leadership to other IWs in performance of the task at hand.

Result: Regular communication and checking of work-output that resulted to improved performance

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:

  
**ELWIN JAY V. YU, M.D.**  
Chief of Hospital I

Conforme:

  
**TIRSO P. IGOT**