



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff:

IGOT, TIRSO Jr. E.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.52	70%	3.16
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4	30%	1.2
<b>TOTAL NUMERICAL RATING</b>			<b>4.36</b>

TOTAL NUMERICAL RATING:

4.36

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.36

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



**"Exhibit B"**

**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 **January to June 2021**

**TIRSO E. IGOT, JR.**  
Ratee

Approved:

**VICENTE A. GILOS**  
Head of Unit

MFO & PAPs	Success Indicators	Persons Responsible	2021 Target (January – December )	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>OCLMFO 7</b>  <b>Efficient and Customer-friendly</b>	PI 1 Efficient and customer-friendly frontline service	Technical Services	0 Complaint from client	0 Complaint from client	5	5	4	4.67	
<b>OCLMFO 3</b> <b>Technical Services</b>	PI 3.1 Number of hours spent in opening and closing windows and doors	Technical Services	60 hours	30 hours	4	4	5	4.33	
	2 Number of hours in securing building by conducting ocular inspection to make sure electrical equipments and apparatus are off during closing time.	Technical Services	60 hours	30 hours	4	4	4	4	
	3 Number of hours spent in taking care and maintaining ornamental plants	Technical Services	25 hours	10 hours	5	5	4	4.67	
	4 Number of books repaired	Technical Services	100 books repaired Jan-Dec 2021	45 books repaired Jan-June 2021	5	4	4	4.33	
	5 Number of books inventoried	Technical Services	Number of hours bookshelves inventoried						For the month of July



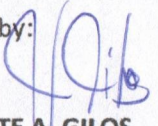
<b>OCLMFO 6</b> <b>General Administration and Support Services</b>	Pl.1 Number of communications / notices / acknowledgment letters send to other Departments	Messengerial Work	38 communications	15 communications	5	5	4	4.67	
	2 Number of hours spent in cleaning	Utility work	3 hours per day	3 hours per day	5	5	5	5	

<b>Average Rating (Total Over-all rating divided by 5)</b>	31.67	
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>	4.52	
<b>ADJECTIVAL RATING</b>	"VS"	

**Comments & Recommendations for Development Purpose:**

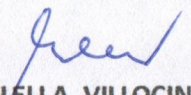
He needs more training on bindery processes so he can help in improving the bindery outputs.

Evaluated & Rated by:

  
**VICENTE A. GILOS**  
Dept./Unit Head

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

Approved by:

  
**ARELI A. VILLOCINO**  
VP for Student Affairs and Services

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

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



## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: Igot, Tirso E. 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	Opens and closes doors and windows	25 hours	January 2021	June 30, 2021	June 30, 2021	Impressive	Very satisfactory	
2	Inspects the building to make sure that electrical equipment and apparatus are off	30 hours	January 2021	June 30, 2021	June 30, 2021	Impressive	Very satisfactory	
3	Takes care of the ornamental plants	8 hours	January 2021	June 30, 2021	June 30, 2021	Impressive	Very satisfactory	
4	Helps the books repairs in the bindery	40 books repaired	January 2021	June 30, 2021	June 30, 2021	Impressive	Very satisfactory	
5	Sends communications, notices, acknowledgement letters to other departments	10 communications and other documents	January 2021	June 30, 2021	June 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: January-June 2021

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

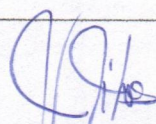
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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	4	<u>3</u>	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	5	<u>4</u>	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	<u>5</u>	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	<u>3</u>	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	<u>3</u>	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	<u>3</u>	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	<u>4</u>	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
12.	Willing to be trained and developed	<u>5</u>	4	3	2	1



Total Score										
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>						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						48/12				
Average Score						4				

Overall recommendation :



**VICENTE A. GILOS**  
Printed Name and Signature  
Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Tirso Igot Jr.

Performance Rating: \_\_\_\_\_

Aim: To equip Mr Igot with the bindery skills for him to contribute the bindery output during this time of pandemic.

Proposed Interventions to Improve Performance:

Date: Jan 2021

Target Date: June 2021

First Step: Assign him at the bindery unit to assist in bindery processes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Result: He learned additional skills on top of his regular tasks.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Next Step:

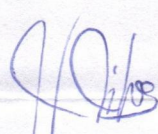
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

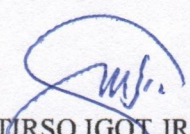
Final Step/Recommendation:

More time is needed for him to familiarize and master the skills.

Prepared by: \_\_\_\_\_

  
VICENTE A. GILOS  
Unit Head

Conforme:

  
TIRSO IGOT JR.  
Name of Ratee Faculty/Staff