



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: LEOPOLDO P. IGOT

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.33	70%	3.031
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	30%	1.398
TOTAL NUMERICAL RATING			4.429

TOTAL NUMERICAL RATING: 4.429


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.429

FINAL NUMERICAL RATING 4.429

ADJECTIVAL RATING: VS

Prepared by:


LEOPOLDO P. IGOT
Name of Staff

Recommending Approval:


MARIO LILIO VALENZONA
Director

Approved:


REMBERTO A. PATINDOL
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LEOPOLDO P. IGOT** of the **GENERAL SERVICES DIVISION** commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period: **JANUARY TO JUNE 2020**

LEOPOLDO P. IGOT

Ratee

Approved:

MARIO LILIO VALENZONA

Unit Head

MFO & Performance Indicators	Success Inditors	Tasks Assigned	Target	Actual Accomplish ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1: Performance Indicators	PI- 1 Completed repairs	various repair of Buildings	100	100	4	4	5	4.33	
MFO2: Furnitures Works	P2- 1-Completed repairs and fabrication	various repair and fabraication of furnitures	90	95	4	4	5	4.33	
Total Over-all Rating								8.67	

Average Rating (Total Over-all rating divided by 4)		4.33	Comments & Recommendations for Development Purpose: x training for Basic Occupational Safety & Health
Additional Points:			
Punctuality:			
Approved Additional point (with copy of approval)			
FINAL RATING		4.33	
ADJECTIVAL RATING		VS	

Evaluate & Rated by:

MARIO LILIO VALENZONA

Supervisor

Date: _____

Recommending Approval:

MARIO LILIO VALENZONA

Director, ODPP

Date: _____

Approved by:

REMBERTO A. PATINDOL

VP. For Adm. Finance

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

Name of Staff: Leopoldo P. Igot

Position: Admin. Aide V


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										
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						56				
Average Score						4.66				

Overall recommendation : _____


 on 09/25/2020
 MARIO CILIO P. VALENZONA
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: LEOPOLDO P. IGOT
Performance Rating: _____

Aim: EFFECTIVE DELIVERY OF SERVICE

Proposed Interventions to Improve Performance:

Date: JANUARY 2020 Target Date: MARCH 2020

First Step:

MATERIALS HANDLING

Result:

Date: JUNE 2020 Target Date: NOVEMBER 2020

Next Step:

BASIC OCCUPATIONAL SAFETY & HEALTH

Outcome: _____

Final Step/Recommendation:

Prepared by:

876
09/25/2020
LEOPOLDO P. VALENZONA
Unit Head

Conforme:

LEOPOLDO P. IGOT
Name of Ratee Faculty/Staff