



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: IGOT, TIRSO JR.

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.47	70%	3.12
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.1	30%	1.23
TOTAL NUMERICAL RATING			4.35

TOTAL NUMERICAL RATING: 4.35

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.35

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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **TIRSO E. IGOT, JR.**, of the **Office of the Chief Librarian** 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 2022**

TIRSO E. IGOT, JR.
Ratee

Approved:

VICENTE A. GILOS
Head of Unit

MFO & PAPs	Success Indicators	Persons Responsible	2022 Target (January – December)	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OCLMFO 7 Efficient and Customer-friendly	PI 1 Efficient and customer-friendly frontline service	Technical Services	0 Complaint from client	0 Complaint	5	4	4	4.33	
OCLMFO 3 Technical Services	PI 3.1 Number of hours spent in opening and closing windows and doors	Technical Services	30 hours	40 Hours	5	4	4	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	30 hours	60 Hours	5	5	4	4.67	
	3 Number of hours spent in taking care and maintaining ornamental plants	Technical Services	13 hours	16 Hours	5	3	4	4	
	5 Number of hours spent during inventory	Technical Services	Number of hours spent during inventory	N/A	N/A	N/A	N/A	N/A	For the month of July
OCLMFO 6 General Administration and Support Services	PI.1 Number of communications / notices / acknowledgment letters send to other Departments	Messengerial Work	19 communications	20 Communication	5	4	4	4.33	
	PI.2 Number of hours spent in shelving/shelf reading	Technical Services		N/A	N/A	N/A	N/A	N/A	

	Pl.3 Number of thesis bound	Income Generating Services		N/A	N/A	N/A	N/A	N/A	
	Pl.4 No. of hours spent in cleaning inside and outside Library building	Support Services		150 Hours	5	5	5	5	
	Pl.5 No. of hours spent in grass cutting	Support Services		20 Hours	5	5	4	4.67	

Average Rating (Total Over-all rating divided by 5)	31.33	
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING	4.47	
ADJECTIVAL RATING	"VS"	

Comments & Recommendations for Development Purpose:

He is a good team worker.

Evaluated & Rated by:


VICENTE A. GILOS
Dept./Unit Head

Date: _____

Approved by:


ALELI A. VILLOCINO
VP for Student Affairs and Services

Date: **AUG 01 2022**

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

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	30 hours	January 3, 2022	June 30, 2022	June 30, 2022	Impressive	Very satisfactory	
2	Inspects the building to make sure that electrical equipment and apparatus are off	60 hours	January 3, 2022	June 30, 2022	June 30, 2022	Impressive	Very satisfactory	
3	Takes care of the ornamental plants	16 hours	January 3, 2022	June 30, 2022	June 30, 2022	Impressive	Very satisfactory	
4	Number of hours spent in grass cutting	20 Hours	January 3, 2022	June 30, 2022	June 30, 2022	Impressive	Very satisfactory	
5	Sends communications, notices, acknowledgement letters to other departments	20 communications and other documents	January 3, 2022	June 30, 2022	June 30, 2022	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 2022

Name of Staff: IGOT, TIRSO 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	<u>5</u>	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	<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.	5	<u>4</u>	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	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	5	<u>4</u>	3	2	1
12.	Willing to be trained and developed	<u>5</u>	4	3	2	1

Total Score		50				
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		4.1				

Overall recommendation : _____



VICENTE A. GILOS

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Tirso Igot Jr.

Performance Rating: _____

Aim:

Proposed Interventions to Improve Performance:

Date: January 2022

Target Date: June 2022

First Step:

As in-charge of Control Area (Entrance and Exit) a refresher instruction was given.
The instruction was focused on customer service, like how to respond to queries, how to
check bag and things, how to deal difficult patrons, etc.

Result:

No complaints from users.

Date: January 2022

Target Date: June 2022

Next Step:

Constant reminders will be done.

Outcome: _____

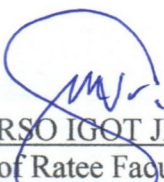
Final Step/Recommendation: :

He needs to learn basic computer operations, specifically using MS word so he can
encode, print and produce his own IPCR and other documents.

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


TIRSO IGOT JR.
Name of Ratee Faculty/Staff