



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	4.33	70%	3.03
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.0	30%	1.20
TOTAL NUMERICAL RATING			4.23

TOTAL NUMERICAL RATING: 4.23

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.23

ADJECTIVAL RATING: "VS"

Prepared by:

AIREEN M. DAG-UMAN

Name of Staff *aireen 23*

Reviewed by:

VICENTE A. GILOS

Department/Office Head *vicente 23*

Recommending Approval:

N/A

Dean/Director

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 JULY TO DECEMBER 2022

TIRSO E. IGOT, JR.

Ratee

1-4-23

Approved:

VICENTE A. GILOS

Head of Unit

6/10/23

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	50 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	3	4	4	
	3 Number of hours spent in taking care and maintaining ornamental plants	Technical Services	12 hours	30 hours	5	3	4	4	
	4 Number of books repaired	Technical Services	50 books repaired Jan-June 2021	N/A	N/A	N/A	N/A	N/A	Due to face to face Library service
	5 Number of hours spent during inventory	Technical Services	Number of hours spent during	88 hours	5	5	5	5	

			inventory						
OCLMFO 6 General Administration and Support Services	Pl.1 Number of communica- tions / notices / acknow- ledgment letters send to other Departments	Messengerial Work	18 communication s	N/A	N/A	N/A	N/A	N/A	
	Pl.2 Number of hours spent in cleaning inside and outside library building			98 hours	4	4	4	4	
	Pl.3 Number of hours spent in grass cutting			48 hours	5	5	4	4.67	
Total Over-all Rating					30.33				
Average Rating					4.33				
Adjectival Rating					"VS"				

Average Rating (Total Over-all rating divided by 7)		30.33
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.33
ADJECTIVAL RATING		"VS"

**Comments & Recommendations for
Development Purpose:**

*He needs to participate library and
university-wide social activities for
him to improve his potentials and
become a good team worker.*

Evaluated & Rated by:


VICENTE A. GILOS
Dept./Unit Head

Date: 01/04/23

Approved by:


AILEEN A. VILLOSINO
VP for Student Affairs and Services

Date: _____

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	25 hours	JULY 1, 2022	December 2022	December 29, 2022	Impressive	Very satisfactory	
2	Inspects the building to make sure that electrical equipment and apparatus are off	30 hours	JULY 1, 2022	December 2022	December 29, 2022	Impressive	Very satisfactory	
3	Takes care of the ornamental plants	8 hours	JULY 1, 2022	December 2022	December 29, 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

01/04/23



Instrument for Performance Effectiveness of Administrative Staff

 Rating Period: JULY-DECEMBER 2022

 Name of Staff: TIRSO E. IGOT JR.

 Position: ADMINISTRATIVE AIDE

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	4	<u>3</u>	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	5	<u>4</u>	3	2	1
Total Score	48				
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	4.0				

Overall recommendation : _____


VICENTE A. GILOS 01/04/23
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: TIRSO E. IGOT JR.

Performance Rating: _____

Aim:

Proposed Interventions to Improve Performance:

Date: July 2022 Target Date: September 30, 2022

First Step:

He attended a webinar on Public Values Program

Result:

Date: _____ Target Date: _____


Next Step:

Outcome: _____

Final Step/Recommendation:

He needs to learn basic computer operations particularly MS Word.

Prepared by:


VICENTE A. GILOS 01/04/22
Unit Head

Conforme:


TIRSO IGOT JR.
Name of Ratee Faculty/Staff

1-4-23