



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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609-478
21 NOV 2023

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:

JANSEL JOI C. VILLAS
Name of Staff

9/22/23

Reviewed by:

VICENTE A. GILOS
Department/Office Head

9/22/23

Recommending Approval:

N/A

Dean/Director

Approved:

ALEJ A. VILLOCINO
Vice President-Students Affairs
and Services

10/11/23

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, TIRSO E. IGOT JR., of the UNIVERSITY LEARNING COMMONS (LIBRARY) commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY - MAY 2023.

TIRSO E. IGOT JR.
Ratee

Approved:

VICENTE A. GILOS
Head of Unit

MFO & PAPs	Success Indicators	Task Assigned	Target January-December 2023	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
VSAS MFO LS (for Library Services)									
LS 1 Technical Services	PI 7.1 No. of hours spent for inventory, shelf-reading and shelving	Technical Services	80 hours						There was no inventory last May
LS 2 Readers Services	PI 4.1 No. of hours rendered at the Control area as Information Officer and Control Checker	Frontline Services	1500 hours	620	3	4	3	3.33	
LS 4 Programs/Training and Activities	PI 1.1 No. of activities, meetings, programs attended/assisted/facilitated	Facilitative Services	4	4	4	4	4	4	
UMFO 6 – GENERAL AMINSTRATION AND SUPPORT SERVICES									
LS GASS 1 Frontline Services	PI. 1 Efficient & customer friendly frontline service: Zero percent complaint from clients served	Frontline Services	0% complaint	0%	5	5	5	5	
LS GASS 2 Admin and Facilitative Services	PI 2. Number of documents delivered to other offices	Support Services	60 documents	60	4	4	5	4.33	

	PI 6.1 No. of hours spent cleaning library facilities on assigned areas (Cleaning the Univ. Library surroundings)	Support Services	60 hours	115	5	5	5	5	
	PI 6.2 No. of hours spent in roving and securing building by conducting ocular inspection to make sure electrical equipment and apparatus are off during closing time; roving, opening and closing windows, doors, etc.	Support Services	60 hours	22	4	4	4	4	
	PI 7.1 Number of hours spent in grass cutting and garden cleaning	Support Services	140 hours	40	4	5	5	4.67	
Total Over-all Rating					30.33				
Average Rating					4.33				
Adjectival Rating					Very Satisfactory				

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

Evaluated & Rated by: 

VICENTE A. GILOS

Dept./Unit Head

Date: 10/6/23

Comments & Recommendations for Development Purpose:

He is a valuable asset to the team, with his strong work ethics, willingness to go extra mile, and ability to adapt to any situation. However, he has an opportunity to further develop his accountability skills, especially in terms of securing open windows and conserving resources.

Approved by: 

ALELI A. VILLOCINO

VP for Student Affairs and Services

Date: 10/11/23

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

PERFORMANCE MONITORING FORM

Name of Employee: TIRSO E. IGOT 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	Jan 2023	June 2023	May 31, 2023	Impressive	Very satisfactory	
2	Inspects the building to make sure that electrical equipment and apparatus are off	30 hours	Jan 2023	June 2023	May 31, 2023	Impressive	Very satisfactory	
3	Takes care of the ornamental plants	8 hours	Jan 2023	June 2023	May 31, 2023	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

9/22/23



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY-MAY 2023

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	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	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 : *He may need to attend a security and Resource Conservation Training to address issues of forgetting to secure windows before leaving the office.*

the 9/22/23

VICENTE A. GILOS
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Mr. Tirso Igot Jr.

Performance Rating: Very Satisfactory

Aim: To improve productivity and achieve targets on time.

Proposed Interventions to Improve Performance:

Date: January 2023

Target Date: March 2023

First Step:

Outline steps on how to maintain the cleanliness, orderliness and regulation of IHS physical facilities.

Result:

Increase in yield of farm crops was achieved.

Date: August 2023

Target Date: December 2023

Next Step:

Pursue further personal and professional development..

Outcome: Effective implementation and maintenance of IHS policies and physical facilities.

Final Step/Recommendation:

1. Mentor and help in supervising other admin staff especially those who are JO's.

Prepared by:


SHALOM GRACE C. SUGANO, Ph.D.

Unit Head

Conforme:


TIRSO IGOT JR.

Name of Ratee Faculty/Staff