



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

**Annex P**

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

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.57                    | 4.57 X 70%               | 3.20                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.33                    | 4.33 X 30%               | 1.30                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.50</b>                             |

TOTAL NUMERICAL RATING: **4.50**

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING **4.50**

ADJECTIVAL RATING: **'VS'**

Prepared by:

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

Reviewed by:

**VICENTE A. GILOS**  
Department/Office Head

Recommending Approval:

**N/A**  
\_\_\_\_\_  
Dean/Director

Approved:

**BEATRIZ S. BELONIAS**  
Vice President for Instruction

# 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 2020

**TIRSO E. IGOT, JR.**

Ratee

Approved:

**VICENTE A. GILOS**

Head of Unit

| MFO NO.   | MFOs/PAPs        | Success Indicators  | Tasks Assigned    | 2020 Target                                  | Actual Accomplishment                                | Rating         |                |                |                | Remarks |
|---|------------------|---|-------------------|--|--|----------------|----------------|----------------|----------------|---------|
|   |                  |   |                   |  |  | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| UMFO 4 EXTENSION SERVICES                                 |                  |   |                   |  |  |                |                |                |                |         |
|   | Expert Services  | P2 2. ROTC Training of Visayas State Univ. ROTC Unit  | Frontline Service | Twice per rating period as regular TACNCO    | Twice per rating period as regular TACNCO            | 5              | 4              | 4              | 4.33           |         |
|   |                  |   |                   |  |  |                |                |                |                |         |
| UMFO 6 GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS) |                  |   |                   |  |  |                |                |                |                |         |
| LIBMO 5 SUPPORT TO OPERATIONS (STD)                       |                  |   |                   |  |  |                |                |                |                |         |
| LIBMF O 5   | LIBRARY SERVICES | PI 1 Percentage increase in the number of students, faculty, staff, and researchers availing the Library Services & Resources     |                   |  |  |                |                |                |                |         |
| LIBMF O 5   | LIBRARY SERVICES |   |                   |  |  |                |                |                |                |         |
|   |                  | PI 1. Percentage increase in the number of students , faculty, staff & researchers availing of the Library facilities & resources |                   |  |  |                |                |                |                |         |
|   |                  | PI 2. Number of hours spent guarding the control (entrance / exit) Unit   | Reader's Services | 350 hours guarding control (entrance / exit) | 350 hours guarding control (entrance / exit) Jan-Mar | 4              | 4              | 5              | 4.33           |         |
|   |                  | PI 3. Number of windows closed during office hours at the 2 <sup>nd</sup> floor   | Reader's Services | 250 panels windows                           | 250 panels windows                                   | 4              | 4              | 4              | 4              |         |
|   |                  | PI 4. Percentage of offices cleaned, arranged and maintained at the 2 <sup>nd</sup> floor during special duties                   | Reader's Services | 50% Cleaned, arranged and maintained         | 50% Cleaned, arranged and maintained                 | 4              | 5              | 5              | 4.67           |         |
|   |                  | P1.5 Number of hours cleaned CR, 2 <sup>nd</sup> floor during special duty  | Reader's Services | 156 hours cleaned CR during special duty     | 156 hours cleaned CR during special duty             | 5              | 5              | 5              | 5              |         |

|  |      |  |
|--|------|--|
| Total Over-all Rating                                | 32   |  |
| Average Rating (Total Over-all rating divided by 7 ) |      |  |
| Additional Points:                                   |      |  |
| Punctuality  |      |  |
| Approved Additional points (with copy of approval)   |      |  |
| FINAL RATING   | 4.57 |  |
| ADJECTIVAL RATING                                    | "VS" |  |

Comments & Recommendations for Development Purpose:

He is a hardworking employee. When it comes to dealing with customers, he needs to have more patience.

Evaluated & Rated by:



**VICENTE A. GILOS**

OIC, Univ. Library

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

Approved by



**BEATRIZ S. BELONIAS**

VP - Instruction

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: **TIRSO E. IGOT, JR.**

Position: **Administrative 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  |

| <b>A. Commitment (both for subordinates and supervisors)</b> |   | <b>Scale</b> |   |   |   |   |
|--|---|--------------|---|---|---|---|
| 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 |
| <b>Total Score</b>   |   |              |   |   |   |   |

| 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  |   | 52 / 12 |   |   |   |   |
| Average Score  |   | 4.33    |   |   |   |   |

Overall recommendation : \_\_\_\_\_

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



**PERFORMANCE MONITORING FORM**

January – June 2020

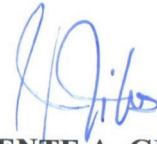
Name of Employee: TIRSO E. IGOT, JR.

| 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        | Guards the control area                                | Zero complaints |               | June                        | June                     | VS                 | VS                              |                         |
| 2        | Does the cleaning of toilets and floors of the library |                 |               | June                        | June                     | VS                 | VS                              |                         |
| 3        |  |                 |               |                             |                          |                    |                                 |                         |
| 4        |  |                 |               |                             |                          |                    |                                 |                         |
| 5        |  |                 |               |                             |                          |                    |                                 |                         |
| 6        |  |                 |               |                             |                          |                    |                                 |                         |
| 7        |  |                 |               |                             |                          |                    |                                 |                         |

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

  
**VICENTE A. GILOS**  
 Unit Head

## EMPLOYEE DEVELOPMENT PLAN

January to June 2020

Name of Employee: TIRSO E. IGOT, JR.  
Performance Rating: \_\_\_\_\_

Aim: To become a more approachable Control personnel

Proposed Interventions to Improve Performance:

Date: January 2020 Target Date: June 2020

First Step: To exert maximum tolerance at the control area and more patience

Result: Displays a happy attitude as much as possible

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

Next Step:

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

Final Step/Recommendation:

Prepared by:

  
**VICENTE A. GILOS**  
Unit Head

Conforme:

  
**TIRSO E. IGOT, JR.**  
Name of Ratee Faculty/Staff