



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

**Annex P**

Name of Administrative Staff: **TIRSO P. IGOT**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	0.70	3.30
2. Supervisor/Heads assessment of his contribution towards attainment of office accomplishments	4.30	0.30	1.30
<b>TOTAL NUMERICAL RATING</b>			<b>4.60</b>

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


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


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

ADJECTIVAL RATING: \_\_\_\_\_

Prepared by:

Reviewed by:

  
**TIRSO P. IGOT**  
Name of Staff

  
**ELWIN JAY V. YU, M.D.**  
Chief of Hospital I

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Vice Pres. for Admin and Finance

Approved:

  
**REMBERTO A. PATINDOL**  
Vice Pres. for Admin and Finance

## INDIVIDUAL PERFORMANCE COMMITMENT &amp; REVIEW FORM (IPCR)

I, **Tirso P. Igot**, Admin. Aide III of the VSU Hospital commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January - June, 2020.

  
**TIRSO P. IGOT**  
 Admin. Aide III

  
**ELWIN JAY V. YU, M.D.**  
 Chief of Hospital I

MFO/PAPs	Success Indicator	Task Assigned	Target	Accomp lishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6: General Administration and Support Services									
OVPAF MFO8: University Health Services and Management									
UHSMFO 1: ISO Aligned Health Services	Percentage compliant of process under ISO standard	100% compliant to ISO standard	100%	100	5	5	5	5.00	
UHSMFO 2: Administrative Support Management & Health Services			0	0	5	5	5	5.00	
	Client-Centered Services	Zero complaints for every patient							
	No. of follows-up done	Does messengerial job and makes follow-up of PR's, payrolls and other documents	120	80	4	5	5	4.70	
	No. of times offices, wards and comfort rooms cleaned and maintained	Maintains cleanliness & orderliness of the entire hospital (offices & wards) and portion of the premises assigned	100	150	5	4	4	4.33	
	No. of patients assisted at the Ward & ER	Acts as IW by facilitating patients at the OR, Ward (transport of patients & bedmaking)	150	75	5	5	4	4.70	
	No. of times waste disposal is done	Dispose of garbage properly 1-2 times every shift or every tour of duty	55	75	5	4	5	4.70	
	No. of times plants are taken cared of	Watering of plants, weeding and planting of ornamental/ flowering plants & trees	60	130	4	5	5	4.70	

	No. of times Daily Sales remitted to Cash Division	Remittance of Daily Sales of the Unit	120	80	5	5	4	4.70	
<b>UHSMFO 3: Environmental health and Sanitation Services</b>	No. of regular water analysis conducted	Assist in conducting regular water analysis	2	2	5	4	5	4.70	
<b>Total Over-all Rating</b>					<b>43</b>	<b>42</b>	<b>42</b>	<b>43</b>	

<b>Average Rating (Total Over-all rating divided by 31)</b>		<b>4.73</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		<b>4.73</b>
<b>ADJECTIVAL RATING</b>		

**Comments & Recommendations**

**Development Purposes:**  
Attend training & seminars for appropriate time & administration management.

Evaluated and Rated by

**ELWIN JAY V. YU, M.D.**

Chief of Hospital I

Date: 9-30-2020

1 - quality

2 - efficiency

3 - timeliness

4 - average

Recommending Approval:

**REMBERTO A. PATINDOL**

Head and VP for Admin and Finance

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

Approved by:

**REMBERTO A. PATINDOL**

Vice President for Admin and Finance

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





## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2020

Name of Staff: TIRSO P. IGOT, Position: Admin. Aide III

**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

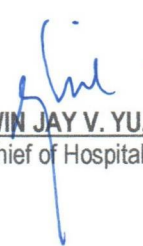
A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits 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		50				

**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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		4.30				

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

  
**ELWIN JAY V. YU, M.D.**  
Chief of Hospital I



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: IGOT, Tirso P.  
Performance Rating: OUTSTANDING

Aim: To maintain efficiency in maintenance of cleanliness in or around the hospital

Proposed Interventions to Improve Performance:

Date: January 2020 Target Date: June 2020

First Step: Encourage leadership to other IWs in performance of the task at hand.

Result: Regular communication and checking of work-output that resulted to improved performance

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

Next Step: \_\_\_\_\_

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

Final Step/Recommendation: \_\_\_\_\_

Prepared by:

  
**ELWIN JAY V. YU, M.D.**  
Chief of Hospital I

Conforme:

  
**TIRSO P. IGOT**