



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

**Annex P**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.7	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.60	30%	1.38
<b>TOTAL NUMERICAL RATING</b>			<b>4.71</b>

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


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

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

FINAL NUMERICAL RATING \_\_\_\_\_

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


Prepared by:

  
**TIRSO P. IGOT**  
Name of Staff


Reviewed by:

  
**ELWIN JAY V. YU**  
Department/Office Head

Recommending Approval:

  
**DANIEL LESLIE S. TAN**  
Vice Pres. for Admin and Finance

Approved:

  
**DANIEL LESLIE S. TAN**  
Vice Pres. for Admin and Finance

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

I, TIRSO IGOT, Administrative Aide III of VSU - University Services for Health Emergency and Rescue Office (USHER) 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 to June, 2022.

*T. Igot*  
**IGOT TIRSO**  
 Admin. Aide III

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

MFO/PAPs	Success Indicator	Task Assigned	Target	Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>USHER MFO1: Aligned Health Services</b>	Percentage compliant of process under ISO standard	Implementation 5's concept in the workplace	100%	100	5	5	5	5.00	
		Ensure that all medical and clinical instrument/machine/equipment properly maintain and calibrated periodically	100%	100	5	5	5	5.00	
<b>USHER MFO2: Administrative Support Management of Health Services</b>	Efficient & customer-friendly frontline services	Zero complaint for every client served.	0	0	5	5	5	5.00	
	Client- Centered Services	Zero complaint for every client served.	0	0	5	4	5	4.70	
	Number of administrative functions	Ensure time and courteous action on all patients needs	100%	100	5	5	4	4.70	
		Provide efficient and customer friendly service and allow them to give feedbacks to ensure client satisfaction	100%	100	5	4	5	4.70	
	Number of rooms cleaned and disinfected	Proper cleaning and disinfecting of the Triage, Non-arid OPD and ER, ARID OPD and ER department	660	330	5	5	4	4.70	
	Number of times segregated garbage disposed	Proper disposal of segregated garbage every tour of duty	100%	100	5	4	5	4.70	
	Number of appliances cleaned and disinfected	Proper cleaning of ceiling fan, electric fan, aircon	528	300	5	4	5	4.70	



MFO/PAPs	Success Indicator	Task Assigned	Target	Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Number of documents followed up.	Does messengerial job and follow up the payrolls and other documents.	300	150	5	5	4	4.70	
	Number of offices, wards, pantry,kitchen,comfort rooms and equipment cleaned and maintained.	Maintain cleanliness & orderliness of the entire hospital (offices & wards), equipment and the area assigned.	1200	600	5	4	5	4.70	
	Percentage of patients assisted at the OPD, Ward and ER.	Acts as an Institutional Worker by facilitating patients at the OPD, Ward and ER (transport of patients & bedmaking).	100%	100	5	4	5	4.70	
	Percentage of hospital waste disposed.	Dispose the garbage properly every shift or every tour of duty.	100%	100	5	5	4	4.70	
	Percentage of indoor/outdoor plants maintained.	Watering, weeding and planting of ornamental / flowering plants and trees.	100%	100	5	4	5	4.70	
	Number of purchase request submitted.	Prompt and timely submission of the purchase request.	96	45	5	5	4	4.70	
	Number of Daily Sales remitted to Cash Division.	Remittance of the Daily Sales of VSU Hospital.	240	100	5	4	5	4.70	
	Number of reusable Personal Protective Equipment (PPE) washed.	Washes used Personal Protective Equipment (PPE).	240	100	5	5	4	4.70	
<b>Total Over-all Rating</b>					<b>85</b>	<b>77</b>	<b>79</b>	<b>81</b>	

<b>Average Rating (Total Over-all rating divided by 31)</b>		<b>4.75</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		<b>4.75</b>
<b>ADJECTIVAL RATING</b>		

Comments & Recommendations for Development Purposes:  
*Attend trainings and seminars for appropriate time of admin management.*

Evaluated and Rated by

ELWIN JAY V. YU, M.D.

Chief of Hospital I

Date: 9-5-22

Recommending Approval:

DANIEL LESLIE S. TAN

Head and VP for Admin and Finance

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

Approved by:

DANIEL LESLIE S. TAN

Vice President for Admin and Finance

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

1 - quality

2 - efficiency

3 - timeliness

4 - average



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2022Name 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

**Vision:**  
**Mission:**

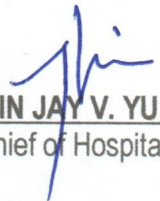
A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Total Score					
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>					
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					

55

4.60

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 2022 Target Date: June 2022

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**