



**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, Andre Lorenzo T. Bitangiol, Clerk of the Health Information Management Department (HIMD), commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period December 2019 to February 2020.



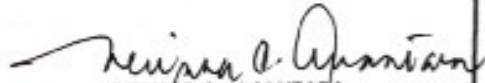
Name of Employee: Andre Lorenzo T. Bitangiol

Date: December 02, 2019

Approved By:	Date
<b>JOSHUA C. CORITANA</b> Administrative Officer III	December 02, 2019
Name of Supervisor	

5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Unsatisfactory  
1 - Poor

MFO/PAP	SUCCESS INDICATORS (TARGETS+MEASURES)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			Q	E	T	A	
A. Core Functions							
Receive and record inpatient health records endorsed from different clinical wards to Health Information Management Department (HIMD)	Receive and record all (100%) of inpatient health records endorsed from different clinical wards to Health Information Management Department (HIMD) in 3 months period	Received and recorded 4,768 (100%) clinical charts endorsed from different clinical wards to Health Information Management Department (HIMD) in 3 months period		5	3	4	
Update the Health Information Management Department (HIMD) tracking system	100% update of information in Health Information Management Department (HIMD) tracking system in 3 months period	Updated 4,595 inpatient health record in the Health Information Management Department (HIMD) in 3 months period		5	4	4.5	
Detach and photocopy Death Certificate of a specific patient for transmittal to Philhealth Unit	100% detach and photocopy Death Certificate for transmittal to Philhealth Unit	100% (99/99) detach and photocopy Death Certificate for transmittal to Philhealth Claims		5	4	4.5	
Detach and photocopy necessary documents from clinical chart per request of clients	100% detach and photocopy necessary documents from clinical chart per request of clients	100% (33/33) detach and photocopy necessary documents from clinical chart per request of clients		5	3	4	
Check and verify medical records per physician and client's request	100% check and verify medical records per physician and client's request	100% (330/330) check and verify medical records per physician and client's request		5	3	4	
Average for Core Functions:						4.2	
B. Support Functions							
Frontline duty at noon for preparation and releasing of certificates and other requests	100% of request for processing of birth certificate and other documents was attended during tour of duty	100% (24/24) of request for processing of birth certificate and other documents was attended during tour of duty without error		5	3	4	
Preparation of DTR and accomplishment report	100% preparation of DTR and accomplishment report in 3 months period	Prepared (6/6) DTR and Accomplishment Reports without error		5	3	4	
Monitoring of supply for Death Certificate	Prepared and released a set of 4 Death Certificate Forms and a draft for registration of clients	Prepared and released 105 sets of 4 Death Certificate Forms and a draft for registration of clients		5	3	4	
Average for Support Functions:						4.00	

C. Strategic Functions						
Not applicable		Not applicable		Not applicable		- - - -
				Average for Strategic Functions: -		
<b>Final Rating</b>						
A. Function	B. Percentage Distribution	C. Average Rating per Functions	Final Rating (Average Rating x Percentage Distribution) (C x B)	Final Average Rating	Adjectival Rating	Remarks
Core Function	80%	4.2	3.36	4.16	Very Satisfactory	
Support Function	20%	4.00	0.8			
Strategic Function	-	-	-			
Comments and Recommendation for Development Purposes:						
creative and innovative in solving problems						
Discussed with:	Date	Assessed by:	Date	Final Rating by:	Date	
 <b>ANDRE LORENZO T. BITANGJOL</b> Employee	March 11, 2020	I hereby certify that I discussed my assessment of the performance with the employee.  <b>JOSHUA C. CORITANA</b> Administrative Officer III Supervisor	March 11, 2020	 <b>NERISSA C. ALCANTARA</b> Supervising Administrative Officer Next Higher Supervisor	March 11, 2020	
Legend: Q - Quality/Effectiveness E - Efficiency T - Timeliness A - Average; *In the event that there is no strategic output, the percentage distribution is as follows: Core output- 80% and Support output – 20%						





**EASTERN VISAYAS REGIONAL MEDICAL CENTER**  
Tadloban City, Philippines 6500

### INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Andre Lorenzo T. Bitangiol, Clerk of the Health Information Management Department (HIMD), commit to deliver and agree to be rated on the  
[NAME] [POSITION AND UNIT]  
attainment of the following targets in accordance with the indicated measures for the period March 2020 to May 2020.

Name of Employee: Andre Lorenzo T. Bitangiol

Date: March 02, 2020

Approved By:	Date
 <b>NERISSA C. ALCANTARA</b> Supervising Administrative Officer Name of Supervisor	March 02, 2020

5 - Outstanding      2 - Unsatisfactory  
4 - Very Satisfactory      1 - Poor  
3 - Satisfactory

MFO/PAP	SUCCESS INDICATORS (TARGETS+MEASURES)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			Q	E	T	A	
A. Core Functions							
1. Receive and record inpatient health records endorsed from different clinical wards to Health Information Management Department (HIMD)	Receive and record all (100%) of inpatient health records endorsed from different clinical wards to Health Information Management Department (HIMD) in 3 months period	Received and recorded 2, 671 (100%) clinical charts endorsed from different clinical wards to Health Information Management Department (HIMD) in 3 months period			5	5	
2. Update the Health Information Management Department (HIMD) Inpatient Health Record Tracking System	100% update of information in Health Information Management Department (HIMD) Inpatient Health Record Tracking System in 3 months period	Updated 5, 601 Inpatient health record in the Health Information Management Department (HIMD) Inpatient Health Record Tracking System in 3 months period		5	3	4	
3. Detach and photocopy Death Certificate of a specific patient for transmittal to Philhealth Unit	100% detach and photocopy Death Certificate for transmittal to Philhealth Unit within the set deadline	100% (89/89) detach and photocopy Death Certificate for transmittal to Philhealth Unit within the set deadline		5	3	4	
4. Detach and photocopy documents from clinical chart per client request	100% detach and photocopy documents from clinical chart per client request within turnaround time	100% (54/54) detach and photocopy documents from clinical chart per client request within turnaround time		5	3	4	
Average for Core Functions:						4.25	
B. Support Functions							
1. Ensure submission of required reports	DTR and accomplishment report twice a month	DTR (6) and Accomplishment Report (6) twice a month within the set deadline			5	5	
	IPCR according to the prescribed timeline	IPCR (1) according to the prescribed timeline			5	5	
2. Monitoring of supply for Death Certificate	Released set of Death Certificate Forms per request of nurse on duty	Released 58 sets of Death Certificate Forms per request of nurse on duty			5	5	
Average for Support Functions:						5.00	



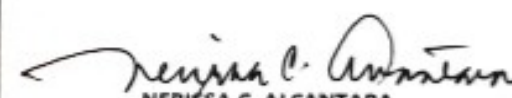
**C. Strategic Functions**

Not applicable	Not applicable	Not applicable	-	-	-	-
Average for Strategic Functions:						-

**Final Rating**

A. Function	B. Percentage Distribution	C. Average Rating per Functions	Final Rating (Average Rating x Percentage Distribution) (C x B)	Final Average Rating	Adjectival Rating	Remarks
Core Function	80%	4.25	3.40	4.40	Very Satisfactory	
Support Function	20%	5.00	1.00			
Strategic Function	-	-	-			

Comments and Recommendation for Development Purposes: I deeply appreciate your productivity. It shows how dependable and consistent you are as an employee. Ensures the efficient and proper maintenance of computers. I especially liked your willingness to share your technical skills in information technology that would have been most time consuming for others. Keep up the good work.

Discussed with:	Date	Assessed by:	Date	Final Rating by:	Date
 <b>ANDRE LORENZO T. BITANGJOL</b> Clerk (Job Order) Employee	June 01, 2020	I hereby certify that I discussed my assessment of the performance with the employee.  <b>JOSHUA C. CORITANA</b> Administrative Officer III Supervisor	June 01, 2020	 <b>NERISSA C. ALCANTARA</b> Supervising Administrative Officer Next Higher Supervisor	June 01, 2020

Legend: Q - Quality/Effectiveness E - Efficiency T - Timeliness A - Average; \*In the event that there is no strategic output, the percentage distribution is as follows: Core output- 80% and Support output - 20%





**EASTERN VISAYAS REGIONAL MEDICAL CENTER**  
Tacloban City, Philippines 6500

### INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Andre Lorenzo T. Bitangjol, Clerk of the Health Information Management Department (HIMD), commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period June 2020 to August 2020.



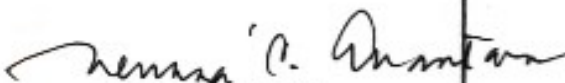
Name of Employee: Andre Lorenzo T. Bitangjol

Date: June 01, 2020

Approved By:		Date
	NERISSA C. ALCANTARA Supervising Administrative Officer	June 01, 2020
	Name of Supervisor	

5 - Outstanding      2 - Unsatisfactory  
4 - Very Satisfactory      1 - Poor  
3 - Satisfactory

MFO/PAP	SUCCESS INDICATORS (TARGETS+MEASURES)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			Q	E	T	A	
A. Core Functions							
1. Receive and record inpatient health records endorsed from different clinical wards to Health Information Management Department (HIMD)	Receive and record all (100%) of inpatient health records endorsed from different clinical wards to Health Information Management Department (HIMD) in 3 months period	Received and recorded 1,378 (100%) clinical charts endorsed from different clinical wards to Health Information Management Department (HIMD) in 3 months period		5	5	5	
2. Update the Health Information Management Department (HIMD) Inpatient Health Record Tracking System	100% update of information in Health Information Management Department (HIMD) Inpatient Health Record Tracking System in 3 months period	Updated 2,900 inpatient health record in the Health Information Management Department (HIMD) Inpatient Health Record Tracking System in 3 months period		5	5	5	
3. Detach and photocopy Death Certificate of a specific patient for transmittal to Philhealth Unit	100% detach and photocopy Death Certificate for transmittal to Philhealth Unit within the set deadline	100% (41/41) detach and photocopy Death Certificate for transmittal to Philhealth Unit within the set deadline		5	2	3.5	
4. Detach and photocopy documents from clinical chart per client request	100% detach and photocopy documents from clinical chart per client request within turnaround time	100% (57/57) detach and photocopy documents from clinical chart per client request within turnaround time		5	2	3.5	
Average for Core Functions:						4.25	
B. Support Functions							
1. Ensure submission of required reports	DTR and accomplishment report twice a month	DTR (12) and Accomplishment Report (12) twice a month within the set deadline			5	5	
	IPCR according to the prescribed timeline	IPCR (1) according to the prescribed timeline			5	5	
2. Monitoring of supply for Death Certificate	Released set of Death Certificate Forms per request of nurse on duty	Released 57 sets of Death Certificate Forms per request of nurse on duty			5	5	
Average for Support Functions:						5.00	

<b>C. Strategic Functions</b>									
Not applicable		Not applicable		Not applicable		-		-	
						Average for Strategic Functions:		-	
<b>Final Rating:</b>									
<b>A. Function</b>	<b>B. Percentage Distribution</b>	<b>C. Average Rating per Functions</b>	<b>Final Rating (Average Rating x Percentage Distribution) (C x B)</b>	<b>Final Average Rating</b>	<b>Adjectival Rating</b>	<b>Remarks</b>			
Core Function	80%	4.25	3.40	4.40	Very Satisfactory				
Support Function	20%	5.00	1.00						
Strategic Function	-	-	-						
<b>Comments and Recommendation for Development Purposes:</b>									
punctual & efficient									
<b>Discussed with:</b>		<b>Date</b>	<b>Assessed by:</b>		<b>Date</b>	<b>Final Rating by:</b>		<b>Date</b>	
 <b>ANDRE LORENZO T. BITANGJOL</b> Clerk I (Job Order) Employee		September 10, 2020	I hereby certify that I discussed my assessment of the performance with the employee.  <b>JOSHUA C. CORITANA</b> Administrative Officer III Supervisor		September 10, 2020	 <b>NERISSA C. ALCANTARA</b> Supervising Administrative Officer Next Higher Supervisor		September 10, 2020	
Legend: Q - Quality/Effectiveness E -Efficiency T - Timeliness A - Average; *In the event that there is no strategic output, the percentage distribution is as follows: Core output- 80% and Support output – 20%									





**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

I, Andre Lorenzo T. Bitangjol, Clerk of the Health Information Management Department (HIMD), commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period September 2020 to November 2020.



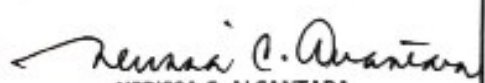
Name of Employee: Andre Lorenzo T. Bitangjol

Date: September 01, 2020

<b>Approved By:</b> <div style="text-align: center; margin-top: 20px;">   <b>NERISSA C. ALCANTARA</b>          Supervising Administrative Officer          Name of Supervisor       </div>	<b>Date</b>  <div style="text-align: center; margin-top: 20px;"> <b>September 01, 2020</b> </div>
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5 - Outstanding      2 - Unsatisfactory  
4 - Very Satisfactory      1 - Poor  
3 - Satisfactory

MFO/PAP	SUCCESS INDICATORS (TARGETS+MEASURES)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			Q	E	T	A	
A. Core Functions							
1. Receive and record inpatient health records endorsed from different clinical wards to Health Information Management Department (HIMD)	Receive and record all (100%) of inpatient health records endorsed from different clinical wards to Health Information Management Department (HIMD) in 3 months period	Received and recorded 942 (100%) clinical charts endorsed from different clinical wards to Health Information Management Department (HIMD) in 3 months period		5	5	5	
2. Update the Health Information Management Department (HIMD) inpatient Health Record Tracking System	100% update of information in Health Information Management Department (HIMD) Inpatient Health Record Tracking System in 3 months period	Updated 3, 589 inpatient health record in the Health Information Management Department (HIMD) Inpatient Health Record Tracking System in 3 months period		5	5	5	
3. Detach and photocopy Death Certificate of a specific patient for transmittal to Philhealth Unit	100% detach and photocopy Death Certificate for transmittal to Philhealth Unit within the set deadline	100% (25/25) detach and photocopy Death Certificate for transmittal to Philhealth Unit within the set deadline		5	2	3.5	
4. Detach and photocopy documents from clinical chart per client request	100% detach and photocopy documents from clinical chart per client request within turnaround time	100% (43/43) detach and photocopy documents from clinical chart per client request within turnaround time		5	2	3.5	
Average for Core Functions:							4.25
B. Support Functions							
1. Ensure submission of required reports	DTR and accomplishment report twice a month	All (6/6) DTR and accomplishment reports submitted with no error on the following dates: September 17, October 02, October 19, November 03, November 17, and December 01, 2020			5	5	
	IPCR according to the prescribed timeline	IPCR (1) according to the prescribed timeline			5	5	
2. Monitoring of supply for Death Certificate	Released set of Death Certificate Forms per request of nurse on duty	Released 19 sets of Death Certificate Forms per request of nurse on duty			5	5	
Average for Support Functions:							5.00

<b>C. Strategic Functions</b>						
Not applicable		Not applicable		Not applicable		- - - -
						Average for Strategic Functions: -
<b>Final Rating</b>						
<b>A. Function</b>	<b>B. Percentage Distribution</b>	<b>C. Average Rating per Functions</b>	<b>Final Rating (Average Rating x Percentage Distribution) (C x B)</b>	<b>Final Average Rating</b>	<b>Adjectival Rating</b>	<b>Remarks</b>
Core Function	80%	4.25	3.40	4.40	Very Satisfactory	
Support Function	20%	5.00	1.00			
Strategic Function	-	-	-			
<b>Comments and Recommendation for Development Purposes:</b>						
work on your communication skills and be humble						
<b>Discussed with:</b>	<b>Date</b>	<b>Assessed by:</b>	<b>Date</b>	<b>Final Rating by:</b>	<b>Date</b>	
 <b>ANDRE LORENZO T. BITANGJOL</b> Clerk I (Job Order) Employee	December 02, 2020	I hereby certify that I discussed my assessment of the performance with the employee.  <b>JOSHUA C. CORITANA</b> Administrative Officer III Supervisor	December 02, 2020	 <b>NERISSA C. ALCANTARA</b> Supervising Administrative Officer Next Higher Supervisor	December 02, 2020	
Legend: Q - Quality/Effectiveness E -Efficiency T - Timeliness A - Average; *In the event that there is no strategic output, the percentage distribution is as follows: Core output- 80% and Support output – 20%						