

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 [NAME] [POSITION AND UNIT] 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: D	ecemb	er 02, 20	019	
Approved By:	1							Date
	JOSHUA C CORITA Administrative Office	cer III						December 02, 2019
	Name of Supervis	sor	5 - Outstanding		2 -	Unsatisf	actory	
	,		4 - Very Satisfact 3 - Satisfactory	tary		Poor		
AMO (DAD	SUCCESS INDICATORS (TARGETS AND ASURES)	ACTUAL ACCOMPLISHMEN	ITC.		RAT	ING		REMARKS
MFO/PAP	SUCCESS INDICATORS (TARGETS+MEASURES)	ACTUAL ACCOMPLISHMEN	413	Q	E	T	A	REMINING
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 from different clinical wards to Health Infon Management Department (HIMD) in 3 mon	mation		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 th Information Management Department (HIM 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 Philheath Unit	100% (99/99) detach and photocopy Death transmittal to Philheath Claims	Certificate for		5	4	4.5	
Detach and photocopy necessary documents	100% detach and photocopy necessary documents from clinical chart per request of clients	100% (33/33) detach and photocopy necess from clinical chart per request of clients	ary documents		5	3	4	
from clinical chart per request of clients 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 re and client's request	cords per physician		5	3	4	,
and chent's request	Client's request	into citate a request	Averag	e for Co	re Fund	tions:	4.2	
B. Support Functions		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1						
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 bi other documents was attended during tour 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 Re	ports 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 C and a draft for registration of clients	Certificate Forms		5	3	4	

Average for Support Functions: 4.00

										_	
Not applicable		Not applicable			Not applicable		-	-	-	-	
						Average fo	or Strate	egic Fun	ctions:	-	
Final Rating						,					
A. Function	B. Percentage Distribution	C. Average Rating per Functions		e Rating x Percentage ion) (C x B)	Final Average Rating	Adjectival Rating				Rem	arks
Core Function	80%	4.2	3.	.36							
Support Function	20%	4.00	0).8	4.16	Very Satisfactory					
Strategic Function	-										
				<u> </u>				_			
			Т						_		D-t-
Discussed with:	SIO	Date	I hereby certify that I assessment of the per employee. JOSHUA C.	formance with the CORITANA	Date	NERISS.	al Ratir	a. G	MA Officer	ian	Date March 11, 2020
ANDRE LORENZO T. BITAN		March 11, 2020	I hereby certify that I assessment of the per employee. JOSHUA C. Administrat Supe	discussed my formance with the	March 11, 2020	NERISS Supervising	A C. AL	Q. Q.	Officer	\dashv	March 11, 2020



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.

Salar Christian Co.	Name of Employee: Andre Lorenzo T. Bitangiol	Date: March 02, 2020	
Approved By:			Date
	NERISSA C. ALCANTARA Supervising Administrative Officer		March 02, 2020
	Name of Supervisor		
		5 - Outstanding 2 - Unsatisfactory 4 - Very Satisfactory 1 - Poor 3 - Satisfactory	,

Luca form	CHECOTOR INDICATIONS (TARGETS AND STORY)	ACTUAL ACCOMPLICATION		RAT		REMARKS	
MFO/PAP	SUCCESS INDICATORS (TARGETS+MEASURES)	ACTUAL ACCOMPLISHMENTS	Q	E	T	A	KEMAKKS
A. Core Functions	-						
L. Receive and record inpatient health records	Receive and record all (100%) of inpatient health records	Received and recorded 2, 671 (100%) clinical charts endorsed			5	5	
endorsed from different clinical wards to Health	endorsed from different clinical wards to Health Information	from different clinical wards to Health Information					
nformation Management Department (HIMD)	Management Department (HIMD) in 3 months period	Management Department (HIMD) in 3 months period					
. Update the Health Information Management	100% update of information in Health Information	Updated 5, 601 inpatient health record in the Health		5	3	4	
Department (HIMD) Inpatient Health Record	Management Department (HIMD) Inpatient Health Record	Information Management Department (HIMD) Inpatient Health					
Tracking System	Tracking System in 3 months period	Record Tracking System in 3 months period					
3. Detach and photocopy Death Certificate of a	100% detach and photocopy Death Certificate for	100% (89/89) detach and photocopy Death Certificate for		5	3	4	
specific patient for transmittal to Philhealth Unit	transmittal to Philheath Unit within the set deadline	transmittal to Philheath Unit within the set deadline					
Detach and photocopy documents from clinical	100% detach and photocopy documents from clinical chart	100% (54/54) detach and photocopy documents from clinical		5	3	4	
hart per client request	per client request within turnaround time	chart per client request within tumaround time					
		Avera	ge for (Core Fun	ctions:	4.25	
. Support Functions						-	
L. 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	Released 58 sets of Death Certificate Forms per request of			5	5	
* .,,	on duty	nurse on duty					
		Average	for Supp	port Fun	ctions:	5.00	

	7/21/2									
	Not applicable			Not applicable		-	-	-	-	
					Average for Strategic Functions: -					
B. Percentage Distribution	C. Average Rating per Functions			Final Average Rating	Adjectival Rating				Re	marks
80%	4.25		THE RESERVE THE PARTY OF THE PA	4.40	Very Satisfactory					
-	-	1.	-	4.40	very Satisfactory					
	ient who all	orinterance of	condus. I	execially like	d your willi	BRS	s to	chard	40	os on ambye.
	Date	Assess	sed by:	Date	Date Final Rating by:				Date	
	June 01, 2020	assessment of the per employee. <u>JOSHUA C.</u> <u>Administrati</u> Supe	CORITANA Ve Officer III	June 01, 2020	NERIOSA Supervising A Next His	dminis	canta strative upervis	RA Officer		June 01, 2020
	Distribution 80% 20% Jent Purposes: And	Distribution per Functions 80% 4.25 20% 5.00 Tent Purposes: Jeedy and	Distribution per Functions Distributions 80% 4.25 3. 20% 5.00 1. Dent Purposes: Jeedy awarded year months of the performance	Distribution per Functions 80% 4.25 3.40 20% 5.00 1.00 Tent Purposes: Jendy amegine your machanisty. If any the officer III June 01, 2020 Distribution) (C x B) 3.40 1.00 1.00 1.00 Assessed by: I hereby certify that I discussed my assessment of the performance with the employee. JOSHUA C. CORITANA Administrative Officer III Supervisor	Distribution per Functions Distribution) (C x B) Rating 80% 4.25 3.40 20% 5.00 1.00 4.40 Pent Purposes: Jeeply amointe your mochaning. If shows how much the performance of street of the performance with the employee. Date Assessed by: Date I hereby certify that I discussed my assessment of the performance with the employee. JOSHUA C. CORITANA Administrative Officer III June 01, 2020 Supervisor	B. Percentage Distribution Dist	B. Percentage Distribution Dist	B. Percentage Distribution Per Functions Distribution Per Functions Distribution Di	B. Percentage Distribution Distribution Distribution 80% 4.25 3.40 20% 5.00 1.00 4.40 Very Satisfactory Percentage Rating Adjectival Rating Ad	B. Percentage Distribution per Functions per Functions per Functions Distribution) (C x B) Rating Adjectival Rating Reserved Rating Per Functions Per Functions Distribution) (C x B) Rating Reserved Rating Rating Reserved Rating Reserved Rating Reserved Rating Rating Reserved Rating Rating Reserved Rating Reserved Rating Reserved Rating Rating Reserved Rating Reserved Rating Rating Reserved Rating Rating Reserved Rating Rating Rating Reserved Rating Rating Reserved Rating Rating Rating Rating Reserved Rating R



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

	I, Andre Lorenzo T. Bitangjol, Clerk of the Health Information Management Department ([NAME] [POSITION AND UNIT] 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. B)ta	ingjol Date: June 01, 2020
Approved By:		Date
	NERISSA C. ALCANTARA Supervising Administrative Officer	June 01, 202
	Name of Supervisor	Tulle 01, 2021
		5 - Outstanding 2 - Unsatisfactory 4 - Very Satisfactory 1 - Poor 3 - Satisfactory
1/2/02/02/02/03		DATING

MFO/PAP	SUCCESS INDICATORS (TARGETS+MEASURES)	ACTUAL ACCOMPLISHMENTS		RAT	ING		
	TO COLOR (TAMOLIA-MILAGORES)	ACTUAL ACCOMPLISHMENTS	Q	E	T	A	REMARKS
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 1,378 (100%) clinical charts endorsed from different clinical wards to Health Information Management Department (HIMD) in 3 months period		5	5	5	
 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	
 Detach and photocopy Death Certificate of a specific patient for transmittal to Philhealth Unit 	100% detach and photocopy Death Certificate for transmittal to Philheath Unit within the set deadline	100% (41/41) detach and photocopy Death Certificate for transmittal to Philheath Unit within the set deadline		5	2	3.5	
 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	
B. Support Functions		Averag	ge for C	ore Fun	ctions:	4.25	
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				5	5	
		Average f	or Supp	ort Fun	ctions:	5.00	

C. Strategic Functions									$\overline{}$		
Not applicable		Not applicable			Not applicable		-	-	-		
	-					Average for	r Strateg	ic Func	tions:	- 1	
Final Rating											
A. Function	B. Percentage Distribution	C. Average Rating per Functions	4 T T T T T T T T T T T T T T T T T T T	e Rating x Percentage ion) (C x B)	Final Average Rating	Adjectival Rating				Rem	arks
Core Function	80%	4.25	. 3	.40							
Support Function Strategic Function	20%	5.00	1	.00	4.40	Very Satisfactory					
Comments and Recommendation for Develop	ment Purposes:	function (t elticient					=			
Comments and Recommendation for Develop	ment Purposes:	function (+ elficient					=			
Discussed with:	ment Purposes:	Date Date	Asses I hereby certify that I assessment of the pe		Date September 10,	New	al Rating	n.		m	Date



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

	I, Andre Lorenzo T. Bitangiol, Clerk of the Health Information Management Depar [NAME] [POSITION AND UNIT]				
	attainment of the following targets in accordance with the indicated measur Name of Employee: Andre Lorenz	<u> </u>		eptember 01, 2020	
Approved By:					Date
	- nevina (. harantain	1			
	NERISSA C. ALCANTARA Supervising Administrative Officer	Ϊ			September 01, 2020
	Name of Supervisor	/			
			5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory	2 - Unsatisfactory 1 - Poor	

	CHARLES WINDS TO DO TO DO TO THE CONTROL OF THE CON	ACTUAL ACCOMPUSINACION		R/	ATING	i	DEMARKS	REMARKS
MFO/PAP	SUCCESS INDICATORS (TARGETS+MEASURES)	ACTUAL ACCOMPLISHMENTS	Q	E	T		NEWIANA	
A. Core Functions								
1. Receive and record inpatient health records	Receive and record all (100%) of inpatient health records	Received and recorded 942 (100%) clinical charts endorsed		5	5	5	5	
endorsed from different clinical wards to Health	endorsed from different clinical wards to Health Information	from different clinical wards to Health Information		1				
Information Management Department (HIMD)	Management Department (HIMD) in 3 months period	Management Department (HIMD) in 3 months period						
2. Update the Health Information Management	100% update of information in Health Information	Updated 3, 589 inpatient health record in the Health		5	5	5	5	
Department (HIMD) inpatient Health Record	Management Department (HIMD) Inpatient Health Record	Information Management Department (HIMD) Inpatient Health			1			
Tracking System	Tracking System in 3 months period	Record Tracking System in 3 months period						
3. Detach and photocopy Death Certificate of a	100% detach and photocopy Death Certificate for	100% (25/25) detach and photocopy Death Certificate for		5	5	2	3.5	
specific patient for transmittal to Philhealth Unit	transmittal to Philheath Unit within the set deadline	transmittal to Philheath Unit within the set deadline						
4. Detach and photocopy documents from clinical	100% detach and photocopy documents from clinical chart	100% (43/43) detach and photocopy documents from clinical		5	,	2	3.5	
	per client request within turnaround time	chart per client request within turnaround time						
	per energy agents	Avera	ge for	Core Fu	nction	95: 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				5	5	
		error on the following dates: September 17, October 02,						
		October 19, November 03, November 17, and December 01,						
		2020			_	_		
	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	Released 19 sets of Death Certificate Forms per request of				5	5	
		nurse on duty			L_	_		
		Average	or Sup	port Fu	nction	s: 5.	00	

C. Strategic Functions										
Not applicable		Not applicable		Not opplicable					-	
					Average fo	r Strate	gic Fur	ctions:		
Final Rating										
A. Function	B. Percentage Distribution	C. Average Rating per Functions	Final Rating (Average Rating x Per Distribution) (C x B)	centage Final Average Rating	Adjectival Rating				Rema	rics
Core Function	80%	4.25	3.40							
Support Function	20%	5.00	1.00	4.40	Very Satisfactory					
Strategic Function	-	-	-							
Discussed culab.		Data	Assessed by:	Date	Fin	al Ratio	e hu-			Date
ANDRE LORENZO T. BITANG Clerk I (Ido Oper) Employee	The state of the s	Date December 02, 2020	Assessed by: I hereby certify that I discussed my assessment of the performance with employee. JOSHUA C. CORITANA Administrative Officer III	December 02,	NERISS, Supervising A	A C. ALC Adminis	1. Q	RA Officer	wa	Date December 02, 2020