



United Shalom Medical Center, Inc.

UNITED SHALOM HOSPITAL

Real St., Barangay 54, Tacloban City; Telephone: +63 (0)53 888-1029

Performance Evaluation

Position Title: **OIC-HR Officer**
Employee Name: **Christened Grace C. Catindoy**

OVERALL RATING: OUTSTANDING

Job Description	Job Standard	Actual Performance	Supervisor's/ Manager's Remarks	Weighted Score	Actual Score
Recruitment and hiring for individual interviews or panel interviews.	5.1. 85% completion upon receiving Manpower Requisition Form. Processing of applications will depend on the number of requested manpower per stated & approved in the MRF form. Recruitment may take time depending on the availability of applicants who will show up during interview.	84% - All PRF requests were processed within the time frame or expected date per request.	89% - She does it proactively in coordination with other departments, specially the NSD	15%	
Plans, coordinates, supervises the deployment of new employees. Facilitates/oversees the orientation program	4.1. 90 % done in employee orientation. Coordinates to department heads before onboard and endorsement of newly hired employees. Checking of pre-employment requirements are done before the onboarding of newly hired employees to avoid interventions of lacking documents while newbie are already onboard.	90 % - Outstanding performance since all employees were oriented with the Hospital Code of Conduct and employees Handbook on or prior onboarding to make sure that all employees are aware about their duties and responsibilities.	89% - She does it consistently.	10%	
Facilitates employee engagement activities.	1.1. 85% completion starting half of the year. Activities proposed from May 2023 onwards were done and future activities to be followed. Targetting to follow all proposed activities stated in the HR Calendar of Employee Engagement Activities by year 2024.	95% - Consistent in doing monthly activities for employee engagement. Made a proposal for calendar of activities every month atleast 1 or 2 events to maintain work life balance.	89% - I'm happy of what she's doing.	5%	



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memorandum and communication such as: management memos & documents.	2.1. 99% delivery of memo or any forms of communications. All memos prior to its date of effectivity were disseminated. Advance recording of Holidays are noted in order to be reminded before the date of occurrence.	95% - Completed all memos/ communications to different departments with on time delivery without delays.	89% - She is very firm on this and she's a very good memo composer.	5%	4.45



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Attends Mancom meeting and other meetings.	6.1. 99% attendance in weekly ManCom meeting / departmental updates. Ensures consistency of attendance during meetings to be updated with the concerns, announcements & others.	95% - All meetings and departmental updates have been completed with perfect attendance.	89% - never missed one as far as I can remember.	5%	
Handles orientation regarding employees handbook.	7.1. 95% conducted orientation for employee handbook awareness.	95 % - Employee handbook orientation have been conducted and disseminated.	89% - She does it religiously.	5%	
Prepares, implements, documents or requests for government agencies pertaining to DOH license philhealth accreditation , DOLE seminars and DOH OCA benefits for employees benefits.	8.1. 95% overall completion and attendance in govt. activities / seminars and benefits grant.	95% - Attended seminars and activities conducted by the govt (e.g. Job Fair activities, Dole trainings, DOH seminar etc.)	88% - She's very much compliant on this.	10%	



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Handles discipline and termination of employee in accordance with the company policy.	9.1. 95 % adherence by following due process.	95% - NTE's were served to employees with sanctions. Code of Conduct policies were followed whenever incidents of employee discipline actions will occur.	89% - She has the firmness and professionalism on handling this.	10%	
Manages employees benefits, leaves, mandatory benefits	10.1. 100% compliance in leave monitoring and on time remittance of premiums and govt. monthly dues.	98% - Monthly premiums of employees were remitted on time. Employees leave monitoring are accurately recorded in HR Files.	98% - This is one of her prioritization and I commend her performance for this.	5%	
Manages company culture and safety environment.	11.1. 95% in promoting good culture and pleasant working environment.	95 % - Continuous in promoting good working environment by employee engagement activities, being a role model to employees and practices good conducts in the hospital.	95% - She's very cooperative and relational with this.	10%	
Handles the implementation of Code of conduct and other disciplinary concerns.	12.1. 90% adherence and execution of Code of Conduct and it's corresponding disciplinary action.	95% - If there are internal policies that needs to be implemented, higher ops or Management Committee are always being consulted.	98% - She does this regularly.	10%	



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12	Implements management initiatives and processes	13.1. Follows management directives with 90% adherence	95%	95%	3%	2.85
		14.2. 80% on time delivery of task as mandated by the management	95%	95%	2%	1.9
13	Observes rules, regulations and procedures of the company	15.1. 90% Adherence in carrying out the rules, regulations & standard procedures of the company	95%	95%	5%	4.9

100% **92.05%**

CHRISTENED GRACE C. CATINDOY

Signature over printed name

OIC - HR Officer

Date:

Evaluated by:

SANTOS E. GETALADO

Signature over printed name

Hospital Administrator

Date:

Scoring:

Weighted Score	Equivalent
90 to 98	100%
80 to 89	80%
70 to 79	60%
60 to 79	50%
50 to 59	20%
below 50	0%