

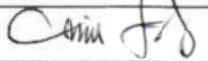
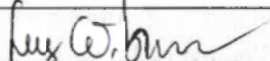
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, MARIA CHRISTINA L. TORRES of the HILONGOS DISTRICT HOSPITAL Division of ADMINISTRATIVE commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JANUARY to JUNE 2020.

MARIA CHRISTINA L. TORRES

Ratee

Date JULY 5, 2020

Reviewed by  CRISANTA F. LEE	Date <u>JULY 12, 2020</u>	Approved by:  JULIUS W. DANCES, M.D.	Date <u>JULY 5, 2020</u>				Date
Immediate Supervisor		OIC- Head of Office					
			Rating				Remarks
Output	Success Indicator (Target + Measure)	Actual Accomplishments	Q1	E2	T3	A4	
Strategic Priority No:							
1. Processes PHILHEALTH claims and submit the same thru eclaims to Philhealth.	2,300 approved Philhealth claims per semester	2,730 approved claims transmitted to Philhealth during the semester.	4	5	4	4	
2. Prepares remittances for GSIS contribution and loan payments and download the file directly to GSIS website (EBCS).	6 remittances per semester	6 remittances done during the semester and ensures that the data of employees are updated.	5	4	4	4	
3. Prepares ad hoc reports and assist in administrative work.	75% of work assigned	96% accomplished for the work assigned	5	4	4	4	
4. Prepares billing/statement of account of in-patients.	1,500 statement of accounts per semester	2,130 billed statements for in-patients for the semester	5	5	5	5	

CORE Functions

			Q1	E2	T3	A4	
1. Prepares payrolls and vouchers for salaries, incentives, supporting documents and other claims of personnel.	6 payroll, 6 vouchers per semester	8 payroll, 8 vouchers per semester. Documents are filed every 1st week of the month for the salary payroll and varies for incentive payroll. Ensures that withholding taxes of employees are accurately computed.	4	4	5	4	
2. Prepares vouchers for electric, water, telephone and other bills.	Prepares 18 vouchers per semester	22 Vouchers prepared per semester and ensures that payment is updated to avoid penalties.	5	4	4	4	
Total Overall Rating						25	
Final Average Rating						4	
Adjectival Rating						VS	

Comments and Recommendation for Development Purposes

Discussed with	Date	Assessed by:	Date		Date
MARIA CHRISTINA L. TORRES	JULY 5, 2020	I hereby certify that I discussed my assessment of the performance with the employee CRISANTA F. LEE	JULY 12, 2020	JULIUS W. DANCES, M.D. OIC - Chief of Hospital I Head of Office	JULY 20, 2020
Employee		Supervisor			

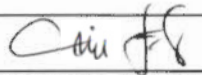
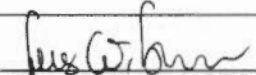
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, MARIA CHRISTINA L. TORRES of the HILONGOS DISTRICT HOSPITAL Division of ADMINISTRATIVE commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY to DECEMBER 2020.

MARIA CHRISTINA L. TORRES

Ratee

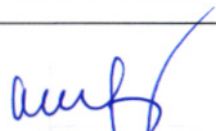
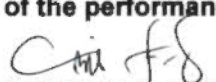
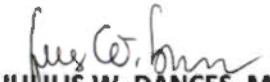
Date JANUARY 5, 2021

Reviewed by		Date	Approved by:		Date	
	CRISANTA F. LEE	JAN 10, 2021		JULIUS W. DANCES, M.D.	JAN 12, 2021	
	Immediate Supervisor			OIC- Head of Office		
				Rating	Remarks	
	Success Indicator (Target + Measure)	Actual Accomplishments	Q1	E2	T3	A4
Output						
Strategic Priority No:						
1. Processes PHILHEALTH claims and submit the same thru eclaims to Philhealth.	1,000 approved Philhealth claims per semester	1,094 approved claims transmitted to Philhealth during the semester.	4	5	4	4
2. Prepares remittances for GSIS contribution and loan payments and download the file directly to GSIS website (EBCS).	6 remittances per semester	6 remittances done during the semester and ensures that the data of employees are updated.	5	4	4	4
3. Prepares ad hoc reports and assist in administrative work.	75% of work assigned	96% accomplished for the work assigned	5	4	4	4
4. Prepares billing/statement of account of in-patients.	950 statement of accounts per semester	1,050 billed statements for in-patients for the semester	5	4	5	5

CORE Functions

			Q1	E2	T3	A4	
1. Prepares payrolls and vouchers for salaries, incentives, supporting documents and other claims of personnel.	6 payroll, 6 vouchers per semester	8 payroll, 8 vouchers per semester. Documents are filed every 1st week of the month for the salary payroll and varies for incentive payroll. Ensures that withholding taxes of employees are accurately computed.	4	4	5	4	
2. Prepares vouchers for electric, water, telephone and other bills.	Prepares 18 vouchers per semester	22 Vouchers prepared per semester and ensures that payment is updated to avoid penalties.	5	4	4	4	
Total Overall Rating						25	
Final Average Rating						4	
Adjectival Rating						VS	

Comments and Recommendation for Development Purposes

Discussed with	Date	Assessed by:	Date		Date
 MARIA CHRISTINA L. TORRES	JANUARY 5, 2021	I hereby certify that I discussed my assessment of the performance with the employee  CRISANTA F. LEE	JAN 10, 2021	 JULIUS W. DANCES, M.D. OIC - Chief of Hospital I	JAN 12, 2021
Employee		Supervisor		Head of Office	

Legend 1- Quality 2- Efficiency 3- Timeliness 4- Average