



EASTERN VISAYAS REGIONAL MEDICAL CENTER
Tacloban City, Philippines 6500

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, Andre Lorenzo T. Bitangol, 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.

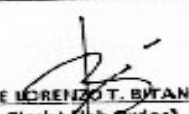
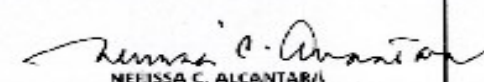
Name of Employee: Andre Lorenzo T. Bitangol

Date: June 01, 2020

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

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							
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

C. Strategic Functions		Not applicable		Not applicable		Not applicable		-	-	-	-
Not applicable		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>partial and efficient</i>											
Discussed with:		Date	Assessed by:		Date	Final Rating by:		Date			
 ANDRE LORENZO T. BUTANGJOL Clerk I (On Order) Employee		September 10, 2020	I hereby certify that I discussed my assessment of the performance with the employee.  JOSHUA C. CORITANA Administrative Officer III Supervisor		September 10, 2020	 NEFISSA C. ALCANTARA 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%											



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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.

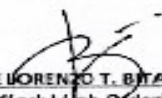
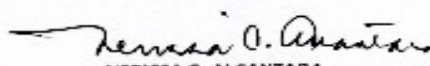
Name of Employee: Andre Lorenzo T. Bitangjol

Date: September 01, 2020

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

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

MFO/PAP	SUCCESS INDICATORS (TARGETS-MEASURES)	ACTUAL ACCOMPLISHMENTS	RATING				REMARKS
			O	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 342 (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% (23/25) 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 13 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:						
work on your communication skills and be humble.						
Discussed with:	Date	Assessed by:	Date	Final Rating by:	Date	
 ANDRE LORENTO T. BITANGJOL Clerk I (Job Order) Employee	December 02, 2020	I hereby certify that I discussed my assessment of the performance with the employee.  JOSHUA C. CORITANA Administrative Officer III Supervisor	December 02, 2020	 NERISSA C. ALCANTARA 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- 85% and Support output - 20%