

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **MA. FEDELINA B. REYES**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	0.70	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.70	0.30	1.41
TOTAL NUMERICAL RATING			4.72

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Prepared by:

Reviewed by:

MA. FEDELINA B. REYES

Name of Staff

ELWIN JAY V. YU

Chief of Hospital I

Recommending Approval:

REMBERTO A. PATINDOL

Vice Pres. for Admin and Finance

Approved:

REMBERTO A. PATINDOL

Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Ma. Fedelina B. Reyes**, Nursing Attendant II of the VSU Hospital commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July - December, 2018.

MA. FEDELINA B. REYES
Nursing Attendant II

ELWIN JAY V. YU, M.D.
Chief of Hospital I

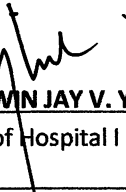
MFO/PAP's	Success Indicator	Task Assigned	Target	Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
UMFMO6: General Administration Support Service									
OVPAF MFO8: University Health Services and Management									
MFO1									
Administrative and support services Management	Client-Centered Services	Zero complaint for every client served	0	0	5	5	5	5.00	
MFO 2									
Primary Health Care Services	Timely, courteous and quality provision of inpatient, outpatient and emergency services	Assist during outpatient consultation by making initial assesment, proper referral to physician, taking vital signs & proper recording on medical chart	680	930	4	5	5	4.70	
	No. of admitted patients provided with hospital nursing care services	Make rapid initial assessment, get vital signs, provide emergency nursing intervention, immediate referral to physician & proper recording on medical chart	250	350	5	4	5	4.70	
	No. of times supplies and materials prepared e.g. Sterilization, autoclaving & packing	Prepares supplies and materials for use at OPD and ward	150	200	5	4	5	4.70	

MFO 3									
Preventive Health Services	Number of regular, effective and efficient conduct of entrance and annual physical and medical examinations of students, faculty and staff	Assist during medical examination of students & staff which entails taking of vital signs, visual acuity and recording in patient's chart & logbooks.	1300	1500	5	5	5	5.00	
	No. of hospital-based MCH lectures assisted	Assist in planning of activities for maternal & child health program	1	1	5	4	5	4.70	
	No. of food establishment monitored/inspected	Conduct monitoring on food establishment & accommodation facilities within VSU Campus in accordance to approved guidelines	1	1	4	5	4	4.33	
Total Over-all Rating					33.00	32.00	34.00	33.13	
Average Rating									

Average Rating (Total Over-all rating divided by 31)			4.73
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			


Comments & Recommendation Development Purposes:
*attend submit
 tray & seminar*

Evaluated and Rated by



EDWIN JAY V. YU, M.D.
 Chief of Hospital I
 Date: _____

- 1 - quality
- 2 - efficiency
- 3 - timeliness
- 4 - average

Recommending Approval:


REMBERTO A. PATINDOL
 Head and VP for Admin and Finance
 Date: _____

Approved by:


REMBERTO A. PATINDOL
 Vice President for Admin and Finance
 Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER, 2018Name of Staff: MA. FEDELINA B. REYES. Position: Nursing Attendant II

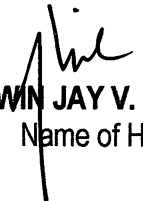
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		56				

B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score					
Average Score	4.70				

Overall recommendation : _____


ELWIN JAY V. YU, M.D.
 Name of Head

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: University Health Service Office

Head of Office: Dr. Elwin Jay V. Yu, Chief of Hospital I


Number of Personnel: 13

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		*Staff meeting (All VSU Hospital Staff) August 14, 2018 *Staff meeting (nursing services) August 30, 2018 *Staff meeting (All VSU Hospital Staff) Oct. 17, 2018 *Annual plan (All VSU Hospital) Dec. 20, 2018			*Agenda: - Annual plan - Preventive Health Program *Agenda: - Oral zero complaint - Fast, efficient & quality serv. *Agenda: - IPCR - Preventive Health Service -Proposal for Pharmacy *Agenda - Annual planning and target setting for 2019
Coaching	Meeting with laboratory personnel – discuss & review proper handling and managing of clients; courtesy and promptness (July 27, 2018) Meeting w/ nursing service personnel – discuss about fast, efficient & quality service. Goal: zero complaint (August 30, 2018)				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:


ELWIN JAY V. YU, M.D.
Immediate Supervisor


REMBERTO A. PATINDOL
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: REYES, Ma. Fedelina B.

Performance Rating: OUTSTANDING

Aim: To enable her to maintain and update her knowledge and skills as midwife other than performing tasks as nursing aid an potential personnel for DR and Labor Room.

Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: December 2018

First Step: Encourage her to consistency maintain the special areas (DR/LR) in terms of
preparations and sterility. Allow her to attend midwifery national conventions in
order to gather knowledge and update skills.

Result: Able to acquire new knowledge in midwifery.

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


ELWIN JAY V. YU, M.D.
Chief of Hospital I

Conforme:


MA. FEDELINA B. REYES