



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.60	30%	1.40
TOTAL NUMERICAL RATING			4.80

TOTAL NUMERICAL RATING: 4.80

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.80

ADJECTIVAL RATING: Outstanding

Prepared by:

MA. FEDELINA B. REYES
Name of Staff

Reviewed by:

ELWIN JAY V. YU
Department/Office Head

Approved:

ELWIN JAY V. YU
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 accomplishments in accordance with the indicated measures for the period January - June, 2024.

REYES, MA. FEDELINA B.
Nursing Attendant II

ELWIN JAY V. YU, MD, MPH
Chief of Hospital I

MFO/PAPs	Success Indicator	Task Assigned	Target	Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
USHER MFO1: ISO aligned Health Services	Percentage compliant of process under ISO Standard	Implementation/use of ISO registered documents	100%	100	5	5	5	5.00	
		Implement of 5's concept in the work place	100%	100	5	5	5	5.00	
		Ensure that all medical and clinical instrument/machine/ equipment properly recorded with daily maintenance and calibrated periodically	100%	100	5	4	5	4.70	
USHER MFO2: Administrative Support Management of Health Services	Efficient and customer friendly frontline service	Ensure timely and courteous action on all patients needs and queries	100%	100	4	5	5	4.70	
		Provides clients with proper and easy to understands instruction	100%	100	5	4	5	4.70	
		Attend training on customer satisfaction, work attitude, mental health and wellness, employee skill	1	1	5	5	4	4.70	
		Attend re orientation of the nursing staff on their duties and responsibilities	6	3	4	5	5	4.70	

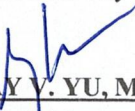
MFO/PAPs	Success Indicator	Task Assigned	Target	Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UHSMFO 3: Health and wellness in the new normal	Client - centered services	Create a trusting relationship to all clients through active listening and communication for effective and efficient health care	100%	100	4	5	5	4.70	
		Ensure that proper triaging of patients is strictly implemented	100%	100	5	5	4	4.70	
		Attends trainings for recent trends of Midwife/nursing attendant services to improve client satisfaction	1	1	4	5	5	4.70	
	Percentage of patients records logged in the e-hospital database	Logged patient record (OPD) in hospital database	100%	100	5	4	5	4.70	
		Routine clean up and disinfect OPD area	100%	100	5	5	4	4.70	
		Arranged the laboratory and c-xray result in the chart	100%	100	5	5	5	5.00	
	Percentage of timely, courteous and quality provision of outpatient service	Assists the nurse and physician during outpatient consultation by making thorough initial assessment	100%	100	5	5	5	5.00	
	Percentage of staff and employee for Entrance and Annual Medical Examination attended	Assists the nurse and physician during the entrance and annual medical examination of the staff and employee by taking vital signs	100%	100	5	4	5	4.70	
	Percentage of students who seek consult	Assists the nurse and physicians during consultation of the students	100%	100	5	5	4	4.70	
	Percentage of staff, employee and their dependents who seek consult	Assists the nurse and physicians during consultation of the employee and their dependents	100%	100	5	4	5	4.70	
	Percentage of outsiders who seek consult	Assists the nurse and physicians during consultation of the outsiders	100%	100	5	5	4	4.70	

MFO/PAPs	Success Indicator	Task Assigned	Target	Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of request for medics/first aider approved and attended	Assisted as medic/first aider during the events	2	1	5	5	5	5.00	2 events - Anniversary & Intramurals
	Number of prenatal and postnatal assisted	Assists the physician during prenatal and postnatal check up	2	1	5	5	5	5.00	
	Number of reproductive, maternal and child health activities conducted	Conduct health education on breastfeeding and lactation management	1	1	5	5	5	5.00	
Total Over-all Rating					101	100	96	101	

Average Rating (Total Over-all rating divided by 31)		4.80
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.80
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes: <i>Attend relevant training courses & seminars.</i>
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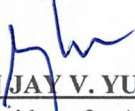
Evaluated and Rated by


ELWIN JAY V. YU, MD, MPH
 Chief of Hospital I
 Date: 8-2-24

1 - quality

2 - efficiency

Approved by:


ELWIN JAY V. YU, MD, MPH
 Vice President for Admin and Finance
 Date: 8-2-24

3 - timeliness

4 - average

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: UNIVERSITY HEALTH SERVICES

Head of Office: ELWIN JAY V. YU, MD, MPH

Number of Personnel: 33

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

Activity Monitoring	MECHANISM				Remarks
	Meeting		M e m o	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Target Setting OPCR; OTP; SWOT & ROAM Jan. 9, 2024			Preparation of OPCR; OTP; SWOT & ROAM
		Meeting about the form revision Jan. 1, 2024			Form Revision
		Meeting about the schedule of Medical Examination Jan. 25, 2024			Schedule of Medical Examination AY 2024-2025
		Meeting about the entrance and annual examination Jan. 31, 2024			Schedule meeting about the entrance and annual examination.
		Meeting about the annual health facility etc March 19, 2024			Annual Health Facility and Statistical Report Financial report 2023 IHOMP 2023 Report
		All Watchman and Utility Meeting March 25, 2024			Disciplinary Action and Demerit System Cleaning System
		Goodwill games 2024; Open water and Aquathlon; April 2, 2024			Schedule of Medics for VSU Centennial Anniversary; Supplies and Equipment of medics and other matters.
		Costumer feedback report April 8, 2024			Costumer feedback for the month of January, and February, 2024
		HRIS MEETING June 3, 2024			Feedback about the HRIS Training held in DOH Tacloban .
		MANCOM MEETING June 27, 2024			Mancom Meeting
Coaching					

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

Conducted by:

Noted by:

ELWIN JAY V. YU, MD, MPH
Immediate Supervisor

ELWIN JAY V. YU, MD, MPH
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: January 2024 Target Date: June 2024

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.

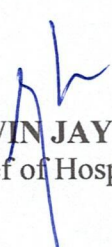
Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


ELWIN JAY V. YU, MD, MPH
Chief of Hospital I

Conforme:


MA. FEDELINA B. REYES



Instrument for Performance Effectiveness of Administrative Staff

Annex O

Rating Period: January – June, 2024

Name 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

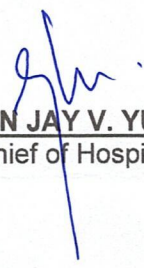
A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits 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		35				
Score						

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		4.6				

Overall recommendation : _____


ELWIN JAY V. YU, MD, MPH
 Chief of Hospital I

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.