



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

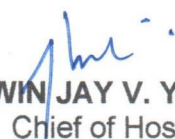
Name of Administrative Staff: **MA. FEDELINA B. REYES**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	0.70	3.30
2. Supervisor/Heads assessment of his contribution towards attainment of office accomplishments	4.70	0.30	1.41
TOTAL NUMERICAL RATING			4.71

TOTAL NUMERICAL RATING: _____
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Prepared by: 
MA. FEDELINA B. REYES
Name of Staff

Reviewed by: 
ELWIN JAY V. YU, M.D.
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 accomplishments in accordance with the indicated measures for the period July - December, 2020

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	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
UMFMO6: General Administration Support Service									
OVPAF MFO8: University Health Services and Management									
MFO1									
UHS MFO 1: ISO Aligned Health Services	Percentage compliant of process under ISO standard	100% compliant to ISO standard	100%	100%	5	5	5	5.00	
UHS MFO 2: Administrative Support Management & Health Services	Client-Centered Services	Zero complaints for every client served	0	0	5	4	5	4.70	
	Timely, courteous and quality provision of inpatient, outpatient and emergency services	Assists during outpatient consultation by making initial assesment, proper referral to physician; Act as frontliners with regards to COVID-19 cases.	900	190	5	5	5	5.00	
	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	80	40	4	5	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	240	120	5	4	5	4.70	
UHS MFO 3: Preventive Health Services	Number of prevention and control of non-communicable disease activities conducted	Assist to conduct activities in the prevention & control of non-communicable disease.	3	2	5	5	4	4.70	

	Number of prevention and control of communicable disease activities conducted (respiratory diseases, gastrointestinal diseases, genitourinary diseases, vector-borne diseases, food and water-borne diseases, animal bite, adolescent sexual and reproductive health, vaccination/immunization)	Assist to conduct activities in the prevention & control of communicable disease	2	4	5	4	5	4.70	
	Percentage of entrance/pre-employment and periodic (regular) health assessment conducted to faculty, staff and students	Assists of entrance-employment and periodic health assessment conducted to faculty, staff and students	100%	100%	4	5	5	4.70	
UHS MFO 5: Environmental health and sanitation	Number of Sanitary inspection of food establishments, dormitories, housing units, public accommodations and other public places for leisure within the campus conducted	Assist in conducting and inspect food establishment, dormitories, housing units, public accommodations and other public places with campus.	2	1	4	5	5	4.70	
	Schedule annual medical examination for continuing students outside of the enrollment period	Assist in annual medical examination for continuing student outside of the enrollment period.	1	1	5	4	5	4.70	
	Schedule annual health assessment for faculty and staff outside of the schedule of students	Assist in scheduling the annual health assessment for faculty	1	1	5	4	4	4.30	
	New system implemented	Assist the new system implemented.							Non-compliance due to COVID
Total Over-all Rating					52	50	53	51.90	

Average Rating (Total Over-all rating divided by 31)		4.72
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.72
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes:

Attend relevant training courses and seminars.

Evaluated and Rated by

Recommending Approval:

Approved by:

ELWIN JAY V. YU, M.D.

REMBERTO A. PATINDOL

REMBERTO A. PATINDOL

Chief of Hospital I

Head and VP for Admin and Finance

Vice President for Admin and Finance

Date: 3-8-2021

Date: 3/11/21

Date: 3/11/21

1 - quality

2 - efficiency

3 - timeliness

4 - average



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July – December, 2020**

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.

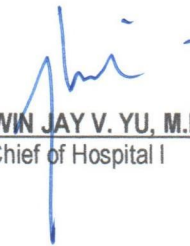
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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 Score		56				



B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale				
	5	4	3	2	1
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.
Chief of Hospital I

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 2020 Target Date: December 2020

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