

## 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	4.72	0.70	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	0.30	1.40
<b>TOTAL NUMERICAL RATING</b>			<b>4.70</b>

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:

**JOSEPHINE O. ZAFICO**  
OIC, HEAD

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)

"EXHIBIT B"

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

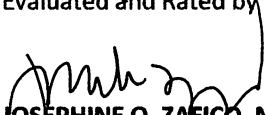
**MA. FEDELINA B. REYES**  
Nursing Attendant II

**JOSEPHINE O. ZAPICO, M.D.**  
OIC, Univ. Health Services Office


MFO/PAP's	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
UMFO 5: General Administrative and Support Services									
VPAF MFO4: University Health Services and Management									
MFO 1: CLINICAL FUNCTIONS									
PI. 1 Students and staff medically examined	No. of students (freshmen, transferees & old) and staff medically assisted	Assist during medical examination of students & staff which entails taking of vital signs, visual acuity and recording in patient's chart & logbooks.	650	953	5	5	5	5.00	
PI. 2 Outpatient consultations to VSU students, staff, faculty and their dependents including other patients coming from nearby communities	No. of outpatient consultations to VSU students, staff, faculty and their dependents including other patients coming from nearby communities	Assist during outpatient consultation by making initial assesment, proper referral to physician, taking vital signs & proper recording on medical chart	750	1061	5	4	5	4.70	
PI. 3 No. of admitted patients provided with primary care hospital services	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	48	76	5	4	5	4.70	
PI. 4 Monitoring activity conducted on the Water Supply of VSU as to the physical , chemical and bacteriological status	No. of monitoring activity conducted on the water supply of VSU as to the physical, chemical, and bacteriological status	Assist the VSU Team in the conduct of water sampling	2	4	4	4	4	4.33	
MFO 2: HEALTH PROMOTION/WELLNESS ACTIVITIES									
	No. of health fora assisted for VSU students, faculty & staff and nearby communities	Assist in the conduct of health forum	3	6	5	5	5	5.00	
	No. of Wellness Activities assisted	Assist in wellness activities	1	1	5		5	4.70	


	No. of hospital-based MCH lectu assisted	Assist in planning of activities maternal & child health program	3	6	4	4	4	4.33
	No. of food establishment monitored/inspected	Conduct monitoring on food establishment & accommodation facilities within VSU Campus in accordance to approved guidelines	5	10	4	5	5	4.70
MFO 4: ADMINISTRATIVE AND SUPPORT SERVICES								
	No. of times supplies and materials prepared e.g. Sterilization, autoclaving & packing	Prepares supplies and materials for use at OPD and ward	4	9	5	5	5	5.00
Total Over-all Rating					42	36	43	42
Average Rating								

Average Rating (Total Over-all rating divided by 31)			4.72	Comments & Recommendation: Development Purposes: <i>Update knowledge ad skills wen on midwifery in preparation for personnel need at OR/ labor room area</i>
Additional Points:				
Punctuality				
Approved Additional points (with copy of approval)				
FINAL RATING				
ADJECTIVAL RATING				

Evaluated and Rated by  
  
**JOSEPHINE O. ZAFICO, M.D.**  
OIC, Univ. Health Services Office  
Date: \_\_\_\_\_

- 1 - quality
- 2 - effieciency
- 3 - timeless
- 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 Finan  
Date: \_\_\_\_\_

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2018

Name of Staff: MA. FEDELINA B. REYES Position: Nursing Attendant II

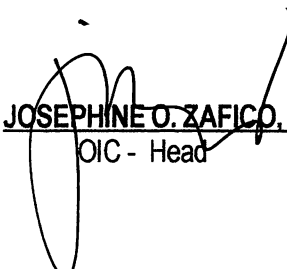
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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				
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	4.66				

Overall recommendation : \_\_\_\_\_

  
**JOSEPHINE O. ZAFICO, M.D.**  
 OIC - 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 (Study Leave) /  
Dr. Josephine O. Zafico – (OIC)


Number of Personnel: 13

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Staff meeting with nursing services (April 5, 2018)  <			

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

Conducted by:

Noted by:

  
**JOSEPHINE O. ZAFICO, 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 + update her knowledge & skills as midwife other than performing tasks as nurses and as potential personnel for

Proposed Interventions to Improve Performance: DR + Labor room

Date: January 2018

Target Date: June 2018

First Step: Encourage her to consistently maintain the specialization (DR/LR)  
in terms of preparedness + 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:

  
**JOSEPHINE O. ZAFICO, M.D.**  
OIC, VSU - HOSPITAL

Conforme:

  
**MA. FEDELINA B. REYES**