



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **ELWIN JAY V. YU**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.45
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.95

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

4.95

4.95

4.95

OUTSTANDING

Prepared by:

ELWIN JAY V. YU
Name of Staff

Approved:

DANIEL LESLIE S. TAN
Vice Pres for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ELWIN JAY V. YU**, Chief of Hospital I and Head, of VSU - University Services for Health Emergency and Rescue Office (USHER) commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January to June, 2022.


ELWIN JAY V. YU

Chief of Hospital I and Head VSU - USHER


DANIEL LESLIE S. TAN

Vice President for Admin & Finance

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
USHER MFO1: ISO aligned Health Services	Percentage compliant of process under ISO standard	100% complaint to ISO standard	100%	100%	5	5	5	5.00	
	Number of Quality Procedures Submitted and approved and forms registered	Draft number of quality procedures for submission and approval	100%	100%	5	5	5	5.00	
USHER MFO2: Administrative Support Management of Health Services	Efficient & customer-friendly frontline services	Zero complaints for every client served	0	0	4	5	5	4.70	
	No. of sections and personnel directly supervised	5 sections	100%	100%	5	5	5	5.00	
	No. of linkages with external agencies maintained	5 (DOH, LMS, PHA, PHILHEALTH, CHO, Service Delivery Networks)	100%	100%	5	5	4	4.70	
	No. of hospital policies drafts & revision of standard government forms	Draft and review policies of VSU Hospital	100%	100%	4	5	5	4.70	
	No. of payrolls; JO appointments; hazard and laundry, PRs & POs and DTRs reviewed and signed.	Review and signed payrolls; appointments; hazard and laundry, PRs and PO; and DTRs	300	150	4	5	5	4.70	
	No. of medical certificates issued	Conduct proper physical examination, history taking and give needed medical intervention as needed or review medical record and issue the proper certificate	100%	100%	5	5	4	4.70	
USHER MFO3: Health and Wellnes in the New Normal	Percentage of timely, courteous and quality provision of inpatient, outpatient and emergency services	Patient seen and examined within 10 minutes	100%	100%	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Task Assigned		ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of Non communicable Diseases Prevention and Control activities conducted	Conduct non-communicable diseases, prevention and control activities	100%	100%	4	5	5	4.70	
	Number of Communicable Diseases Prevention and Control activities conducted	Conduct communicable diseases, prevention and control activities	100%	100%	5	5	5	5.00	
	Percentage of staff and employees for Entrance and Annual Medical Examination attended	Conduct staff and employees who came in for Entrance and annual medical examination	100%	100%	4	5	5	4.70	
	Percentage of students who seek consult and given medical/dental treatment	Conduct students who came in for consultation	100%	100%	5	4	5	4.70	
	Percentage of students who needs further evaluation and treatment referred to higher institution	Conduct, evaluated and referred students who came in for consultation but needs further management to higher center	100%	100%	5	5	5	5.00	
	Percentage of staff, employees and their dependents who seek consult and given medical/dental treatment	Conduct staff, employees and their dependents who came in for consultation	100%	100%	4	5	5	4.70	
	Percentage of staff, employees and their dependents needing further evaluation and treatment referred to higher center/institution	Conduct, evaluated and referred students who came in for consultation but needs further management to higher center	100%	100%	5	4	5	4.70	
	Percentage of outsiders who seek consult and given medical/dental treatment	Conduct outsider patients who came in for consultation	100%	100%	5	5	5	5.00	
	Number of required trainings attended	Conduct in identifying trainings attended	100%	100%	4	5	5	4.70	
USHER MFO4: Public Health Services in the New Normal	Percentage of Returning Residents (Employees, Dependents and Scholars) quarantined and monitored.	Conduct in monitoring of returning residents quarantined in our facility quarantine	100%	100%	5	5	5	5.00	
	Number of health protocols updated and recommended for approval by the Office of the President.	Conduct in the formulation of health protocols	4	2	4	5	5	4.70	
	Number of Sanitary inspection of food establishments, dormitories and housing units within the campus conducted	Conduct the sanitary inspection among food establishments, dormitories and housing units within the campus.	1	1	5	5	4	4.70	


MFOs/PAPs	Success Indicators	Task Assigned		ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Percentage of request for use of Quarantine Facility evaluated and recommended for approval/disapproval	Evaluated and recommended approval/disapproval of request to use quarantine facility	100%	100%	4	5	5	4.70	
	Percentage of travel orders evaluated and recommended for approval/disapproval	Evaluated and recommended approval/disapproval of request of travel orders	100%	100%	5	5	4	4.70	
	Number of COVID-19 advisory drafted and submitted to Office of the President	Conduct in drafting COVID-19 advisory for submission to the Office of the President	4	2	5	4	5	4.70	
	Percentage of employees with symptoms related to COVID-19 identified, monitored and endorsed to City Health Operation Center.	Identified and attended employees with symptoms related to COVID-19 symptoms	100%	100%	4	5	5	4.70	
	Percentage of work-from-home arrangement request evaluated and recommended for approval/disapproval	Evaluated and recommended approval/disapproval of request work from home arrangement	100%	100%	5	4	5	4.70	
USHER MFO5: Rescue Services	Number of Emergency and rescue policy proposed and established	Conduct in drafting the policy on emergency and rescue	1						on-going
	Number of Emergency and rescue team, rescue headquarters, evacuation center and equipment/machines/vehicles proposed, prepared and submitted.	Proposed, prepared and submitted the number of emergency and rescue team, rescue headquarters, evacuation center and equipment/machines and vehicles.	1	1	5	5	4	4.70	
	Number of emergency and rescue personnel hired and trained	Hired and trained emergency and rescue personnel	12	0	5	4	5	4.70	
USHER MFO7: Innovations in the New Normal	Number of Hospital Operations Manual proposed and approved	Formulate in drafting the hospital operations manual	1						on-going
	New system implemented	Implement the new system	1	1	4	5	5	4.70	
	Number of Hospital Operations Manual established	Formulate in drafting the hospital operations manual	1						on-going
	Establish teleconsultation service	Teleconsultation service established	1						on-going
	Request for Anti-Red Tape and Data Privacy Training submitted	Submitted request training for Anti-Red Tape and Data Privacy	1						last quarter of 2020

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Proposal to construct concrete pavement with Temporary Tent submitted	Submitted proposal to construct concrete pavement with temporary tent	1	1	5	5	4	4.70	
	Proposal to construct Waiting/Processing area for dental, lab and X-ray clients submitted	Submitted proposal to construct waiting/processing area for dental, laboratory and X-ray for clients.							on-going
	Proposal to construct a Safe Medical Records submitted	Submitted proposal to construct safe medical records.							on-going
	Proposal to construct a morgue submitted	Submitted proposal to construct a morgue							on-going
	Proposal to construct a new counters for the records room, cashier and pharmacy submitted	Submitted proposal to construct a new counters for the records room, cashier and pharmacy.	1	1	5	4	5	4.70	
	Proposal to purchase New hospital equipment and supplies submitted	Submitted proposal to purchase new hospital equipment and supplies	1	1	4	5	5	4.70	
	Proposal for automatic sprinkler system submitted	Submitted proposal for automatic sprinkler system	1						on-going
	Proposal for the rewiring for the three-phase line of the Infirmary submitted	Submitted proposal for the rewiring for the three-phase line Infirmary.	1						on-going
Total Over-all Rating					143	149	149	147.80	


Average Rating (Total Over-all rating divided by 31)		4.93
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes: <i>may attend short term refresher course</i>
--

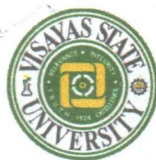
Evaluated and Rated by


DANIEL LESLIE S. TAN
 Immediate Supervisor
 Date: _____

Approved by:


DANIEL LESLIE S. TAN
 Vice President for Admin and Finance
 Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2022

Name of Staff: ELWIN JAY V. YU, M.D.

Position: Chief Hospital I

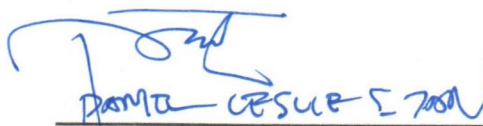
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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
Score	Total				
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	8				

Overall recommendation : Outstanding


 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: YU, Elwin Jay V. M.D.

Performance Rating:

Aim: Attend short-term professional studies.

Proposed Interventions to Improve Performance:

Date: January 2022 Target Date: June 2022

First Step: _____

Result : _____

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation:

Prepared by:



DANIEL LESLIE S. TAN
Vice President for Admin and Finance

Conforme:



ELWIN JAY V. YU, M.D.