

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **TEODORA DORIS P. BRAGANZA**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.77	0.70	3.34
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	0.30	1.43
TOTAL NUMERICAL RATING			4.77

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

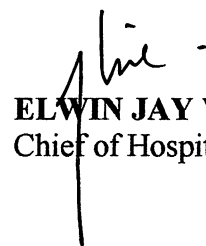
Prepared by:

Reviewed by:



TEODORA DORIS P. BRAGANZA

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, **Teodora Doris P. Braganza**, Nurse III of the VSU Hospital commits to deliver and to be rated on the attainment of the following targets in accordance with the indicated measures for the period July - December, 2018

TEODORA DORIS P. BRAGANZA
Nurse III

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 complaints for every client served	0	0	5	5	5	5.00	
	Number of personnel directly supervised	Conducts supervisory activities on Institutional workers, nurses and nursing attendants.	12	12	5	4	5	4.70	
	No. of times nursing schedule prepared	Prepares schedule of duty for nurses and nursing attendants	6	6	5	4	5	4.70	
	No. of times inventory done for medical supplies & medicines stocks	Conducts regular inventory of medical supplies and medicines every month	6	6	4	5	5	4.70	
	Number of linkages with external agencies maintained	DOH, LMS, PHA, PHILHEALTH, CHO, Service Delivery Networks	5	5	5	5	4	4.70	
MFO 2									
Primary Health Care Services	Timely, courteous and quality provision of inpatient, outpatient and emergency services	Assists during outpatient consultation by making initial assesment, proper referral to physician, taking vital signs & proper recording on medical chart	540	1085	5	5	5	5.00	


	Sustainable and proactive implementation of vector-borne disease prevention and control services	At least 2 sanitary inspection of dormitories, areas with housing units and accomodation services in VSU including its surroundings	1	1	5	4	5	4.70	
Total Over-all Rating									
Average Rating					61	61	63	62.00	

Average Rating (Total Over-all rating divided by 31)								4.77
Additional Points:								
Punctuality								
Approved Additional points (with copy of approval)								
FINAL RATING								
ADJECTIVAL RATING								

Comments & Recommendations
for Development Purposes:

Attend relevant
training/seminar regarding
Nurse Supervisors


Evaluated and Rated by


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

1 - quality


2 - effieciency

Recommending Approval:


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

3 - timeliness

Approved by:


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

4 - average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER, 2018

Name of Staff: TEODORA DORIS P. BRAGANZA Position: Nurse III

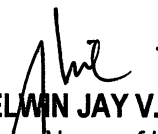
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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		57				

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	4.75				

Overall recommendation : _____


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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BRAGANZA, Teodora Doris P.
Performance Rating: OUTSTANDING

Aim: To enhance nursing management skills

Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: December 2018

First Step: Encourage good decision making skills through allowing an output oriented
Performance with less supervision

Result: Able to gain more confidence in management of nursing staff.

Date: _____ Target Date: _____

Next Step: Enhance capacity thru additional trainings for nurse supervisors

Outcome: _____

Final Step/Recommendation:

Prepared by:


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

Conforme:


TEODORA DORIS P. BRAGANZA