



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MERRY CHRIST'L S. GUINOCOR**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.85	0.70	3.40
2. Supervisor/Heads assessment of his contribution towards attainment of office accomplishments	4.91	0.30	1.47
TOTAL NUMERICAL RATING			4.87

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

ADJECTIVAL RATING: _____

Prepared by:

Reviewed by:

Merryw 2-26-21
MERRY CHRIST'L S. GUINOCOR
Name of Staff

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

Recommending Approval:

Remberto
REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance

Approved:

Remberto
REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Dr. Merry Christ'l S. Guinocor**, Medical Officer III of the VSU Hospital commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period July to December, 2020

MERRY CHRIST'L S. GUINOCOR, M.D.
Medical Officer III

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

MFO/PAP's	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administrative and Support Services									
VPAF MFO8: University Health Services and Management									
UHSMFO 1: ISO Aligned Health Services	Percentage compliant of process under ISO standard	100% compliant to ISO standard	100%	100%	5	5	5	5.00	
UHSMFO 2: Administrative Support Management & Health Services	Client-Centered Services	Zero complaints for every client served	0	0	5	5	5	5.00	
	No. of hospital policies drafted & reviewed	Draft and review policies for VSU Hospital	2	2	5	5	5	5.00	
	Attend as representative in administrative meeting as needed	Attend meeting as needed	5	5	5	5	5	5.00	attend thru Webinar/Zoom
	No. of Payrolls reviewed & signed	Review and sign payrolls	15	8	5	5	4	4.70	
	No. of Standard Government Forms reviewed & signed	Review and sign standard government forms	15	8	5	4	5	4.70	
	Timely, courteous and quality provision of impatient, outpatient and emergency services	Patient seen and examined with 10 minutes	900	423	5	5	5	5.00	
	Number of referrals made	Conduct outpatient consult or in-patient medical management then make proper referral to higher facilities as needed	80	15	5	5	5	5.00	

	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	900	507	5	5	5	5.00	
UHSMFO 3: Preventive Health Services	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)	Facilitate the conduct of activities pertaining to prevention and control of communicable diseases	2	1	4	5	5	4.70	
	Number of health promotion activities conducted	Facilitate the conduct of health promotion activities	2	8	5	5	5	5.00	
	Number of Mental Health awareness activities conducted	Facilitate the conduct of mental health awareness activities	2	2	5	4	5	4.70	
	Percentage of students examined for pre-participation sports evaluation	Conduct physical & mental examination of pre-participation sports evaluation							non-compliance due to COVID-
	Percentage of entrance/pre-employment and periodic (regular)health assessment conducted to faculty, staff and students	Conduct entrance/pre-employment for faculty, staff and students	100%	100%	5	5	5	5.00	
UHSMFO 5: Environmental Health and Sanitation Services	Number of Sanitary inspection of food establishments, dormitories, housing units, public accomodations and other public places for leisure within the campus conducted	Conduct inspection of food establishment, dormitories, housing units and other public places.	2	1	4	5	5	4.70	
Innovations	Number of Waste management policies proposed	Formulate water waste management policies	1	1	5	4	5	4.70	
	Number of Manual/Primer for Health services produced (Health Services availment and procedures)	Facilitate formulation of manual/primer for health services	1	1	4	5	5	4.70	
	Schedule annual medical examination for continuing students outside of the enrollment period	Facilitate schedule of annual medical examination for continuing students outside of the enrollment period	1	1	5	4	5	4.70	

	Schedule annual health assesment for faculty and staff outside of the schedule of students	Facilitate schedule of annual health assessment for faculty and staff outside of the enrollment period	1	1	4	5	5	4.70	
	New system implemented	Facilitate the new system implemented.							non-compliance due to COVID
Total Over-all Rating					86	86	89	87.30	

Average Rating (Total Over-all rating divided by 31)		4.85
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.85
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes:
** Stay informed about clinical practice guidelines.
 * Attend related workshops and training courses.*

Evaluated and Rated by

ELWIN JAY V. YU, M.D.

Chief of Hospital I

Date: 3-8-2021

Recommending Approval:

REMBERTO A. PATINDOL

Head and VP for Admin and Finance

Date: 3/11/21

Approved by:

REMBERTO A. PATINDOL

Vice President for Admin and Finance

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: MERRY CHRIST'L S. GUINOCOR Position: Medical Officer 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

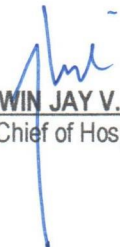
A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits 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		59				

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.



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		4.91				

Overall recommendation : _____


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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GUINOCOR, Merry Christ'l S.

Performance Rating: OUTSTANDING

Aim: Enhance and maintain professional skills in the practice of Pediatrician

Proposed Interventions to Improve Performance:

Date: July 2020 Target Date: December 2020

First Step: Encourage to attend PPS Convention

Result: Able to update knowledge and inquire management of pediatric patients


Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


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

Conforme:


MERRY CHRIST'L S. GUINOCOR, M.D.