



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Tirso P. Igot

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	70%	3.32
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING:


Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

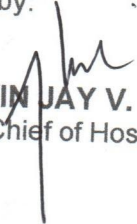
FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:


TIRSO P. IGOT (SGD)
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 by:


REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Tirso P. Igot**, Admin. Aide III 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 to December 2019


TIRSO P. IGOT (SGD)
 Admin. Aide III

Approved:


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

MFO/PAPs	Success Indicator	Task Assigned	Target	Accomp lishment	Rating				Re marks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services									
OVPAF MFO8: University Health Services and Management									
MFO1:									
Administrative and Support Service Management	Client-Centered Services	Zero complaints for every patient	0	0	5	5	5	5.00	
PI. 4 No. of Standard Government Forms reviewed and signed	No. of follows-up done	Does messegerial job and makes follow-up of PR's, payrolls and other documents	55	120	4	5	5	4.70	
	No. of times offices, wards and comfort rooms cleaned and maintained	Maintains cleanliness & orderliness of the entire hospital (offices & wards) and potion of the premises assigned	300	600	4	5	5	4.70	
	No. of patients assisted at the Ward & ER	Acts as IW by facilitating patients at the OR, Ward (transport of patients & bedmaking)	120	180	5	5	4	4.70	
	No. of times waste disposal is done	Dispose of garbage properly 1-2 times every shift or every tour of duty	45	101	4	5	5	4.70	
	No. of times plants are taken cared of	Watering of plants, weeding and planting of ornamental/ flowering plants & trees	30	80	5	5	4	4.70	

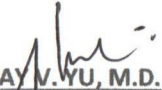
Other tasks performed									
	No. of times Daily Sales remitted to Cash Division	Remittance of Daily Sales of the Unit	250	500	5	4	5	4.70	
Total Over-all Rating					27	29	28	33	

Average Rating (Total Over-all rating divided by 31)		4.74
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes:

attend training on efficient time of day, managers for improvement admin work

Evaluated and Rated by




ELWIN JAY V. YU, M.D.

Chief of Hospital I

Date: _____

Recommending Approval:




REMBERTO A. PATINDOL

Head and VP for Admin and Finance

Date: _____

Approved by:



REMBERTO A. PATINDOL

Vice President for Admin and Finance

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2019

Name of Staff: Tirso P. Igot Position: Admin. Aide 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				

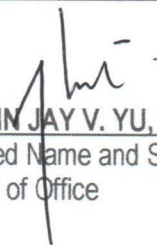
Vision: A globally competitive university for science, technology, and environmental conservation.

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		4.75				

Overall recommendation : _____


ELWIN JAY V. YU, M.D.

Printed Name and Signature
Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2nd	
	3rd	
	4th	

Name of Office: UNIVERSITY HEALTH SERVICES

Head of Office: ELWIN JAY V. YU, M.D.

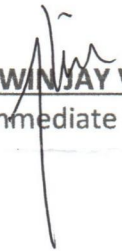
Number of Personnel:

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Nursing Services (July 9, 2019)			Review of work assignment
		Selection Promotion Committee (Aug. 1, 2019)			Selection of IT personnel to be hired
		UHS Staff Meeting (Aug. 13, 2019)			-ISO Implementation -Issues and problems arise -Cleanliness and Orderliness -List of Procurement -Organization Chart
		Selection Promotion Committee; Staff Meeting (Sept. 25, 2019)			-Med.Tech to be hired; -Meeting for Scientific Committee
		Staff meeting (Sept. 27, 2019)			-NC & OFI's presented -Discuss "Corrective Plan" -Observed 5'S -DRC to submit forms to QAC -Additional staffing
		Staff meeting (Sept. 30, 2019)			-Finalization of Corrective Action Plan -ISO preparation and be organized in respective areas.
		Staff meeting; Selection Promotion Committee (Oct. 7, 2019)			ISO Update Hire new Nurse
		Staff meeting (Oct.29, 2019)			Corrective Action Plan
		Staff meeting (Nov. 6, 2019)			PPMP AGENDA CY2020
		Selection Promotion Committee; Nursing Services Meeting (Nov. 12, 2019)			Hire new Nurse -Schedule Updates -Reports -Other matters

		Nursing Services (Nov. 27, 2019)			-World Aids Day Schedule on Dec. 2, 2019 -Flow of program -Activities of said event.
		DRC'S meeting (Dec. 10, 2019)			-ISO Related Topics -Cascade (SWOT, ROAR, OTP & IP'S)
		Staff meeting (Dec. 11, 2019)			-ISO Tracing -ISO Feedback
		Staff meeting (Dec. 18, 2019)			-Cascading of SWOT and Operational Planning -Discussions of Quality Records Matrix and NAP Form I
Coaching					

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

Conducted by:


ELWIN JAY V. YU, M.D.
Immediate Supervisor

Noted by:


REMBERTO A. PATINDOL
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: IGOT, Tirso P.
Performance Rating: OUTSTANDING

Aim: To maintain efficiency in maintenance of cleanliness in or around the hospital

Proposed Interventions to Improve Performance:

Date: July 2019 Target Date: December 2019

First Step: Encourage leadership to other IWs in performance of the task at hand.

Result: Regular communication and checking of work-output that resulted to improved
performance

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


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

Conforme:


TIRSO P. IGOT (SGD)