

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.87	0.70	3.41
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	0.30	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.86</b>

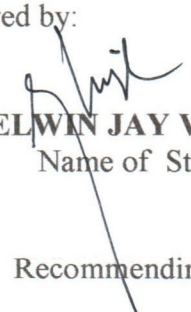
TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_


TOTAL NUMERICAL RATING: \_\_\_\_\_

ADJECTIVAL RATING: \_\_\_\_\_


Prepared by:

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


Reviewed by:

  
**REMBERTO A. PATINDOL**  
Vice-Pres. For Finance

Recommending Approval:


  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
President

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Dr. Elwin Jay V. Yu, Chief of Hospital I 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 to June 2016

  
**DR. ELWIN JAY V. YU**  
 Chief of Hospital I

  
**REMBERTO A. PATINDOL**  
 Vice-President for Finance

MFO/PAP's	Success Indicator	Task Assigned	Target	Accomplish ment	Rating				Remarks
					Q1	E2	T3	A4	
UMFMO5									
<b>VPAF MFO4: University Health Services and Management</b>									
<b>MFO 1: CLINICAL FUNCTIONS</b>	PI.1 No. of Medical examination conducted on school entrants (College and High school Freshmen & Transferees to VSU)	Conduct medical examination of incoming freshmen & transferees. This entails history taking, physical examination, request/review of lab. Ancillary procedure; prescription of necessary drug/medicine. Accomplishment of record & forms.	850	1807	5	5	5	5.00	
	PI.2 No. of Annual medical examination for continuing students and VSU staff and faculty	Conduct medical examination of students, employees and other clients requiring such service. This entails history taking, physical examination, request/review of lab. Ancillary procedure; prescription of necessary drug/medicine. Accomplishment of record & forms.	900	1807	5	5	5	5.00	
	PI.3 No. of outpatient consultations to VSU students, staff, faculty and their dependents including other patients coming from nearby communities	Conducts outpatients consultation to patients which entails history taking, physical examination, request/review of lab. Ancillary procedure; prescription of necessary drug/medicine. Accomplishment of record & forms.	350	680	5	4	5	4.70	
	PI.4 No. of admitted patients provided with primary care hospital services	Conducts consultation and examination and subsequently give proper medical care while patient is admitted in the hospital This entails history taking, physical examination, request/review of lab. Ancillary procedure; prescription of necessary drug/medicine, follow-up. Accomplishment of record and forms.	25	40	5	5	5	5.00	



	PI.5 No. of referrals made	Conduct outpatient consult or in-patient medical management then make proper referral to higher facilities as needed	15	20	5	4	5	4.70	
	PI.6 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	175	405	5	5	5	5.00	
<b>MFO 2: HEALTH PROMOTION/ WELLNESS ACTIVITIES</b>	PI. 1 No. of health promotion & education activities planned	Conduct planning activities with nurses and support staff regarding health promotion	1	2	5	4	5	4.70	
	PI.2 No. of health fora conducted for VSU students, faculty & staff and nearby communities	Conduct forum and serve as resource speaker for the different health promotion and health education activities	1	2	5	5	4	4.70	
	PI.3 No. of Wellness Activities conducted	Plan and conduct activities geared towards supporting the wellness program of VSU Hospital	1	2	5	5	5	5.00	
	PI.4 No. of FBS testing done for disease prevention & surveillance	Conduct screening of patients for diseases like diabetes, tuberculosis, cancer & cardio vascular disease	80	130	5	5	5	5.00	
	PI.5 No. of food establishment within VSU campus as to compliance to the sanitation code of the Phil. monitored/conducted	Conduct periodic monitoring of food establishments and accommodation facilities within VSU campus in accordance to the approved guidelines	8	12	5	4	5	4.70	
	PI.6 No. of planning activities for environmental health and sanitation program conducted	Conduct planning activities with nurses and support staff regarding environmental health and sanitation program	1	1	4	5	5	4.70	
	PI. 7 No. of lectures conducted for VSU staff for continuing medical education	Conduct lectures for VSU staff to promote continuing medical education	1	2	5	4	5	4.70	
<b>MFO 3: ADMINISTRATIVE AND SUPPORT SERVICES</b>	PI. 1 No. of hospital policies drafted & reviewed	Draft and review policies for VSU Hospital	1	1	4	5	5	4.70	
	PI.2 No. of the required documents signed for renewal of Hospital License to Operate; for PhilHealth & PHA	Review and sign documents for hospital licensure	2	4	5	5	5	5.00	
	PI.3 No. of Payrolls reviewed & signed	Review and sign payrolls	15	24	5	4	5	4.70	
	PI. 4 No. of Standard Government Forms reviewed & signed	Review and sign standard government forms	200	348	5	5	5	5.00	

	Pl. 5 No. of Monthly Financial Report reviewed & signed	Review and sign monthly report	6	6	5	5	5	5.00	
	Pl. 6 No. of Procurement made	Procure needed equipment and medicines	1	3	5	5	5	5.00	
	Pl. 7 No. of Annual Statistical Report reviewed & signed	Review and sign annual statistical report	1	1	5	5	5	5.00	
Total Over-all Rating					98	94	99	97	
Average Rating									

Average Rating (Total Over-all rating divided by 31)			4.87
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			

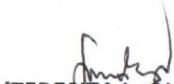
Comments & Recommendations  
for Development Purposes:


Received by:


Calibrated by:

Recommending Approval:

Approved by:

  
**TERESITA L. QUINANOLA**  
PRPEO

  
**REMBERTO A. PATINDOL**  
Chairman, PMT

  
**REMBERTO A. PATINDOL**  
Vice President for Finance

  
**EDGARDO E. TULIN**  
President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2016

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
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		25				
Average Score		4.82				

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

  
**REMBERTO A. PATINDOL**  
 Name of Head