

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: HERMILA P. CHIONG

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.69	0.70	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	0.30	1.40
TOTAL NUMERICAL RATING			4.70


TOTAL NUMERICAL RATING: \_\_\_\_\_  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: \_\_\_\_\_

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

Prepared by:

Reviewed by:

  
**HERMILA P. CHIONG**  
Name of Staff

  
**JOSEPHINE O. ZAFICO**  
OIC, HEAD

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
OIC, Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
President

I, **Hermila P. Chiong**, Medical Technologist II of the VSU Hospital commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2017.

**JOSEPHINE O. ZAFICO, M.D.**  
OIC, Univ. Health Services Office

MFO/PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
VSU Hospital Laboratory Services	No. laboratory procedures performed e.g. urinalysis, CBC, Stool Exam. Platelet & Hemoglobin Count done within the target period	Performance of laboratory procedures:							
		CBC	800	1739	5	5	5	5.00	
		Urinalysis	600	1053	5	5	4	4.70	
		Fecalysis	90	189	5	4	5	4.70	
		Platelet count	200	448	5	5	4	4.70	
		CBS	8	17	4	5	5	4.70	
		HCT	85	161	4	5	5	4.70	
		Pregnancy Test	10	21	5	5	5	5.00	
		RH Typing	5	12	5	4	5	4.70	
Other Support Activities for VSU Hospital Operations									
Maintenance of working area	No. of times cleanliness of laboratory room maintained and expected as to its safety, cleanliness and comfort	Routine clean-up of Laboratory Room	110	240	4	4	5	4.33	

	No. of times inventory of supplies is done and appropriate replenishment is made	Checking of laboratory supplies for replenishment & APP	11	24	5	4	4	4.33	
Proper maintenance of Laboratory Record	No. of reports prepared	Report preparation for Annual Report Accomplishment	6	6	4	5	5	4.7	
Total Over-all Rating					51	51	52	52	
Average Rating									

Average Rating (Total Over-all rating divided by 31)						4.69
Additional Points:						
Punctuality						
Approved Additional points (with copy of approval)						
FINAL RATING						
ADJECTIVAL RATING						
Comments & Recommendations for Development Purposes:						

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2017

Name of Staff: HERMILA P. CHIONG Position: Medical Technology II


**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		56				

B. Leadership & Management ( <i>For supervisors only to be rated by higher supervisor</i> )	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	4.67				

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

  
JOSEPHINE O. ZAPICO, M.D.  
OIC - Head