



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **SARAH AURORA W. TABADA**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.82	0.70	3.40
4. Supervisor/Heads assessment of his contribution towards attainment of office accomplishments	4.70	0.30	1.41
TOTAL NUMERICAL RATING			4.81

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

ADJECTIVAL RATING: _____

Prepared by:

SARAH AURORA W. TABADA

Name of Staff

Recommending Approval:

Reviewed by:

ELWIN JAY V. YU, M.D.

Chief of Hospital I

DANIEL LESLIE S. TAN

Vice Pres. for Admin and Finance

Approved by:

DANIEL LESLIE S. TAN

Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, DR. SARAH AURORA W. TABADA, Medical Officer III of VSU - USHER commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period August to December, 2022

SARAH AURORA W. TABADA
Medical Officer III - USHER

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

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
USHER MFO1: ISO aligned Health Services	Percentage compliant of process under ISO standard	100% compliant to ISO standard	100	100	5	5	5	5.00	
USHER MFO2: Administrative Support Management of Health	Efficient & customer-friendly frontline services	Zero complaint for every client served	0	0	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	200	220	5	5	5	5.00	
USHER MFO3: Health and Wellnes in the New Normal	Number of request for medics/first aid granted	Assessed and granted the request for medics	2	2	4	5	5	4.70	
	Number of injury/accident prevention activities conducted	Assist in proposal-making and facilitating the Fire and Earthquake drill training activity	1	1	5	5	5	5.00	
	No. of hospital policies drafted & reviewed (COVID-19 Algorithm)	Draft and review policies for VSU Hospital	2	2	5	4	5	4.70	
	Number of Health & Wellness programs proposed and facilitated	Proposed and facilitated the program	2	5	5	5	5	5.00	
	Number of Mental Health awareness activities conducted	Proposed and facilitated the acitivity	1	1	5	4	5	4.70	
	Number of health promotion activities conducted (Obesity awareness, Mental Health awareness, Breast & Gynecologic Cancer	Facilitated the activity	2	7	5	5	5	5.00	
	Percentage of timely, courteous and quality provision of inpatient, outpatient and emergency services	Patient seen and examined with 10 minutes	100%	100%	5	5	5	5.00	


MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Percentage of staff and employees for Entrance and Annual Medical Examination attended	Attended to staff and employees who came in for Entrance and annual medical examination	100%	100%	5	5	5	5.00	
	Percentage of students who seek consult and given medical/dental treatment	Attended to students who came in for consultation	100%	100%	5	5	5	5.00	
	Percentage of students who needs further evaluation and treatment referred to higher institution	Attended, evaluated and referred students who came in for consultation but needs further management to higher center	100%	100%	5	5	5	5.00	
	Percentage of staff, employees and their dependents who seek consult and given medical/dental treatment	Attended to staff, employees and their dependents who came in for consultation	100%	100%	5	5	5	5.00	
	Percentage of staff, employees and their dependents who needs further evaluation and treatment referred to higher institution	Attended, evaluated and referred students who came in for consultation but needs further management to higher center	100%	100%	5	5	5	5.00	
	Percentage of outsiders who seek consult and given medical/dental treatment	Attended to outsiders who came in for consultation	100%	100%	5	5	4	4.70	
	Number of request for medics/first aid granted	Evaluated the request for medics	2	2	5	5	4	4.70	
	Number of Health and Wellness Activity proposed and facilitated	Proposed and facilitated the program	2	6	5	5	5	5.00	
		Conducted the screening & evaluation of Biggest Loser participants	1	1	4	5	5	4.70	
		Facilitated and moderated the nutrition lecture among the Biggest Loser participants	1	1	5	4	5	4.70	
	Number of Health and Wellness Activity conducted	Facilitated the Dietary Approaches for Obesity Prevention & Reduction online lecture in celebration of the Civil Service Month	1	1	5	5	4	4.70	
		Facilitated and moderated the Exercises for Obesity Prevention & Reduction online lecture in celebration of the Civil Service Month	1	1	4	5	5	4.70	
		Facilitated the Breast Cancer & Gynecologic Cancer Awareness online lecture in celebration of the Breast Cancer Awareness Month	1	1	5	5	4	4.70	


MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Facilitated the roll-out of COVID-19 vaccines to VSU employees and residents and participated in the formulation of the census for COVID-19 Vaccination Status of VSU Employees	1	1	5	5	4	4.70	
		Facilitated the activity and provided health counseling to employees who came in for Diabetes screening	1	1	5	4	5	4.70	
		Provided medical expertise regarding weight loss during the IHK radio talk show program "Kinetika"	1	1	4	5	5	4.70	
	Number of Mental Health awareness activities conducted/facilitated	Facilitated the Mental health awareness online lecture in celebration of VSU anniversary	1	1	5	5	4	4.70	
	Number of health promotion activities conducted	Facilitated health promotional activities conducted in VSU	5	5	5	4	5	4.70	
	Number of diagnostic equipment acquired	Assisted in identifying needed equipment	10	10	4	5	5	4.70	
	Number of required trainings attended	Attended the Training on Fire & Earthquake drill	1	1	5	5	4	4.70	
USHER MFO4: Public Health Services in the New Normal	Percentage of Returning Residents (Employees, Dependents and Scholars) quarantined and monitored.	Managed the monitoring of returning residents quarantined in our facility quarantine	100%	100%	5	5	5	5.00	
	Number of close contacts of suspect, probable and confirmed cases of COVID-19 traced and monitored	Facilitated the contact tracing of VSU's COVID-19 suspected, probable and confirmed cases.	100%	100%	5	5	5	5.00	
	Number of health protocols updated and recommended for approval by the Office of the President.	Assisted in the formulation of health protocols	1	1	4	5	5	4.70	
	Number of Sanitary inspection of food establishments, dormitories, and housing units within the campus conducted	Facilitated and conducted the sanitary inspection among food establishments, dormitories and housing units within the campus.	1	1	5	5	4	4.70	
	Percentage of request for use of Quarantine Facility evaluated and recommended for approval/disapproval	Evaluated and recommended approval/disapproval of request to use quarantine facility	100%	100%	5	5	5	5.00	
MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL	Rating				Remarks


			ACCOMPLISHM	Q ¹	E ²	T ³	A ⁴	
	Percentage of COVID-19 suspected patients swabbed	Requested swab testing for COVID-19 suspected patients	100%	100%	5	5	5	5.00
	Number of COVID-19 advisory drafted and submitted to Office of the President	Assisted in drafting COVID-19 advisory for submission to the Office of the President	1	1	5	4	5	4.70
	Percentage of employees with symptoms related to COVID-19 identified, monitored and endorsed to City Health Operation Center.	Identified and attended employees with symptoms related to COVID-19 symptoms	100%	100%	4	5	5	4.70
	Percentage of work-from-home arrangement request evaluated and recommended for approval/disapproval	Evaluated and recommended approval/disapproval of request work from home arrangement	100%	100%	5	5	5	5.00
USHER MFO5: Rescue Services	Number of Emergency and rescue policy proposed and established	Assisted in drafting the policy on emergency and rescue	1	1	4	5	5	4.70
USHER MFO7: Innovations in the New Normal	Number of Manual/Primer for Health services produced (Health Services availment and procedures)	Assist in drafting the manual/ primer for health services	1	1	5	5	4	4.70
	New system implemented	Assist in implementing the new system	1	1	5	4	5	4.70
	Health Primer	Assist in drafting a health primer	1	1	4	5	5	4.70
	Number of Hospital Operations Manual established	Assist in drafting the hospital operations manual	1	1	5	4	5	4.70
Total Over-all Rating					211	212	211	212.20

Average Rating (Total Over-all rating divided by 31)		4.82
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes:
Attend related workshops & training courses about clinical practices

Evaluated and Rated by

ELWIN JAY V. YU, M.D.
 Chief of Hospital I
 Date: 3-28-2022

Recommending Approval:

DANIEL LESLIE S. TAN
 Head and VP for Admin and Finance
 Date: 3/28/22

Approved by:

DANIEL LESLIE S. TAN
 Vice President for Admin and Finance
 Date: 3/28/22

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



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: August – December, 2021

Name of Staff: SARAH AURORA W. TABADA 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.

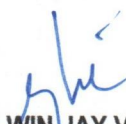
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		56				



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	4.70				

Overall recommendation : _____


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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **TABADA, Sarah Aurora W.**

Performance Rating: **OUTSTANDING**

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

Proposed Interventions to Improve Performance:

Date: July 2021 Target Date: December 2021

First Step: Encourage to attend PPS Convention

Result: Able to update knowledge and inquire management of patients

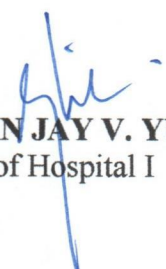
Date: _____ Target Date: _____

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


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

Conforme:


SARAH AURORA W. TABADA, M.D.