

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **TEODORA DORIS P. BRAGANZA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.86	70%	3.40
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	30%	1.39
TOTAL NUMERICAL RATING			4.79

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:


TEODORA DORIS P. BRAGANZA
Name of Staff

Reviewed by:


ELWIN JAY V. YU
Department/Office Head

Approved:


ELWIN JAY V. YU
Vice Pres. for Admin and Finance



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, TEODORA DORIS P. BRAGANZA, Nurse II of VSU - University Services for Health Emergency and Rescue Office (USHER) commits to deliver and agree to be rated commits to deliver and on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2024

Elwyn
TEODORA DORIS P. BRAGANZA
 NURSE III

Elwyn
ELWIN JAY V. YU, MD, MPH
 Chief of Hospital I *1-10-25*

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL	Rating				Remarks
				ACCOMPLISHMEN	Q ¹	E ²	T ³	A ⁴	
USHER MFO1: ISO Aligned Health Services	Percentage compliant of process under ISO standard	Ensure and monitor strict implementation/use of ISO registred documents among nursing service staff (nurses, nursing attendants and institutional drivers).	100%	100%	5	5	5	5.00	
		Monitor strict implementation of 5S concept in the work place	100%	100%	5	5	5	5.00	
		Ensure that all medical and clinical instruments/machine/equipment used by the nursing service are periodically subjected to preventive maintenance and calibration	100%	100%	5	5	5	5.00	
		Ensure and monitor strict implementation of all ISO registred documents among nursing service staff.	100%	100%	5	5	5	5.00	
USHER MFO2: Administrative Support Management of Health Services	Efficient and customer-friendly frontline service	Ensure timely and courteous action on all patients needs and queries by the nursing staff.	100%	100%	4	5	5	4.70	
		Provide clients with proper and easy to understand instructions.	100%	100%	5	5	4	4.70	
		Provide training on customer satisfaction, work attitude, mental health and wellness in the workplace, employee skill enhancement, frontline and excellent customer service among nursing staff.	100%	100%	4	5	5	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL	Rating				Remarks
				ACCOMPLISHMENT	Q ¹	E ²	T ³	A ⁴	
		Orient and reorient the nursing staff on their duties and responsibilities.	100%	100%	5	5	5	5.00	
		Monitor implementation of customer feedback to ensure client satisfaction and communicate to the nursing staff all feedbacks of clients/patients.	100%	100%	5	5	5	5.00	
	Client - centered services	Create a trusting relationship to all clients through active listening and communication for effective and efficient healthcare delivery.	100%	100%	4	5	5	4.70	
		Ensure that nursing staff understand the concept of proper triaging of patients through continuing nursing education.	100%	100%	5	5	4	4.70	
		Update nursing staff with recent trends nursing care and services to improve client satisfaction.	100%	100%	4	5	5	4.70	
	Number of nursing service staff supervised.	Assumes over all supervision on the performance of nurses, nursing attendants, institutional workers and ambulance drivers.	108	30	5	5	5	5.00	
		Prepares schedule of duty for physician, nurses, nursing attendant, institutional worker, and ambulance drivers.	42	54	4	5	5	4.70	
		Conducts regular monitoring of patient charts to ensure proper and accurate entries by nurses	90	117	5	5	4	4.70	
		Conducts mentoring on nurses, nursing attendants and institutional workers.	18	12	4	5	5	4.70	
		Scouts training programs for nurses by DOH and other training providers and ensure availment of the same by the nursing staff	1	2	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL	Rating				Remarks
				ACCOMP	Q ¹	E ²	T ³	A ⁴	
		Ensures proper implementation of Integrated Hospital Information Management System (IHOMIS) by the nursing staff)	1	1	5	5	5	5.00	
		Settles interpersonal conflicts between and among nursing service staff and endorses the same to the Head of Clinical services in cases where disputes are not solved.	12	8	5	5	5	5.00	
		Acts on requests for exchange of duties.	40	30	5	5	5	5.00	
		Ensures that health teachings are properly conducted by the nurses and nursing attendants in the wards and OPD.	100%	100%	5	5	5	5.00	
		Orient and reorient nurses on the 5R's of giving medications (right patient, right drug, right dose, right time and right route)	22	20	5	5	4	4.70	
		Ensure that cardex are properly filled up by nurses and patients are properly endorsed to the receiving duty nurse.	133	117	5	5	5	5.00	
		Evaluates and countersigns daily time records of nursing staff.	480	320	5	5	5	5.00	
	Number of administrative functions.	Assist in the follow up purchase requests of nursing and medical supplies and equipment.	8	10	5	5	5	5.00	
		Prepares and follow up nursing-related job requests	30	14	5	5	5	5.00	
		Acts as reliever in any other posts left by employees who are on leave(i.e. cashier, front desk officer)	100%	100%	5	5	5	5.00	
		ensures maintenance of cleanliness of emergency room, out-patient department, wards birthing room, labor room isolation room, comfort rooms and USHER grounds.	200	109	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL	Rating				Remarks
				ACCOMPLISHMEN	Q ¹	E ²	T ³	A ⁴	
		ensures availability and conducts inventory of medical and nursing supplies and equipment.	12	6	5	5	5	5.00	
		acts on problems met/encountered by the nursing staff in the performance of their duties.	100%	100%	5	5	5	5.00	
		prepares incident reports and submit the same to the head of clinical services.	100%	100%	4	5	5	4.70	
		participates and acts as secretary in the selection and promotion of USHER employees.	1	1	5	5	4	4.70	
		ensures that surgical instruments and supplies are adequately sterilized and properly kept.	12	6	4	5	5	4.70	
		Acts as Vice chairman of the VSU Hospital continous Quality Improvement Committee	1	1	5	5	5	5.00	
	No of hospital reports submitted	Prepares daily, weekly and monthly census of patients	12	8	5	5	5	5.00	
		Prepares the VSU Hospital annual Statistical Report for Submission to the DOH	1	1	5	5	5	5.00	
USHER MFO3: Health and Wellnes in the New Normal	Number of health programs planned, implemented and evaluated	Assists the Head of Public health Unit in the crafting, planning and implementation of Public Health Education and Promotion activites.	1	3	5	5	5	5.00	
	Number of requests for medics entertained and acted.	Sorts and prioritize requests for all activities in the University requiring medics and submit the same to the head of Clinical Services and Chief of Hospital for approval.	35	15	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL	Rating				Remarks
				ACCOMPLISHMEN	Q ¹	E ²	T ³	A ⁴	
		Assigns nurses or nursing attendants and ambulance drivers as medics upon approval of request for medics.	35	25	4	5	5	4.70	
	Number Health and Wellness activities assisted.	Assists/facilitates implementation of health and wellness activities (i.e.) Biggest Loser, Mental and Physical Health Promotion Activities, etc.)	1	1	5	5	4	4.70	
	Percentage of students and employees for Entrance and Annual Medical Examination attended	Assists in the conduct of entrance/employment and periodic health assessment to VSU employees and students	100%	100%	4	5	5	4.70	
	Percentage of students, employees & their dependents and outsiders who seek consult and given medical/dental treatment	Assists and ensure smooth and comfortable conduct of medical and dental consultations among students, employees & their dependents and outsiders.	100%	100%	4	5	5	4.70	
	Percentage of students, employees & their dependents and outsiders referred to higher health facilities for further evaluation and management.	Supervises/facilitates patients for referral to higher center	100%	100%	5	5	4	4.70	
		Communicates the results of water analysis to the Chief of Hospital	100%	100%	4	5	5	4.70	
	Number of food and environmental sanitation activities conducted/facilitated.	Assists/facilitates in the planning for food and environmental sanitation activities.	100%	100%	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL	Rating				Remarks
				ACCOMPLISHMEN	Q ¹	E ²	T ³	A ⁴	
		Assists/facilitates the conduct of sanitary inspection among food establishments, dormitories and boarding houses within the University.	100%	100%	5	4	5	4.70	
		Ensures that inspection reports are timely submitted and are properly communicated to the Chief of Hospital.	100%	100%	4	5	5	4.70	
USHER MFO7: Innovations in the New Normal	Number of Hospital Manual produced and approved.	Assists in the development of VSU Hospital Manual	1	1	5	5	4	4.70	
		Proposes Nursing Policies and Guidelines to the Head of Clinical Services for inclusion in the Hospital Manual.	1	1	4	5	5	4.70	
Total Over-all Rating					231	244	237	238	

Average Rating (Total Over-all rating divided by 31)		4.86
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes: Upgrade on her expertise. Attend related workshops & training courses.

Evaluated and Rated by

ELWIN JAY V. YU, MD, MPH

Chief of Hospital

Date: 1-10-25

1 - quality

2 - efficiency

3 - timeliness

Approved by:

ELWIN JAY V. YU, MD, MPH

Vice President for Admin and Finance

Date: 1-10-25

4 - average

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: UNIVERSITY HEALTH SERVICES

Head of Office: ELWIN JAY V. YU, MD, MPH

Number of Personnel: 33


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


Activity Monitoring	MECHANISM				Remarks
	Meeting		M e m o	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Daily & monthly census on 7-20-2024			Meeting on daily and monthly census on nursing service
		Clinical services section head meeting. August 20, 2024			DOH Compliance and Other Matters
		Nurses and nursing attendant monthly meeting. September 15, 2024			Schedule of duties; Calibration and Maintenance
		ManCom Staff Meeting. Sept. 16 and 17, 2024			Costumer feedback report (Mar, Apr, May, June, 2024); OTHER MATTERS
		Meeting. November 29, 2024			HIV Fun Run Activity
		MANCOM MEETING December 5, 2024			MONTHLY REPORTING: Financial Matters; Admin Matters; Clinical Matters; Compliance to regulatory. UPDATE OF INVENTORY EQUIPMENT & SUPPLIES (Medical and Office Supplies) COSTUMER FEEDBACK REPORT; OTHER MATTERS
Coaching					

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

Conducted by:

Noted by:


ELWIN JAY V. YU, MD, MPH
 Immediate Supervisor


ELWIN JAY V. YU, MD, MPH
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BRAGANZA, Teodora Doris P.
Performance Rating: OUTSTANDING

Aim: To increase expertise in nursing management

Proposed Interventions to Improve Performance:

Date: July 2024 Target Date: December 2024

First Step: Encourage good decision-making skills by having less monitoring for an output-oriented result.

Result: Capable of obtaining additional confidence in the management of nursing staff.

Date: _____ Target Date: _____

Next Step: Enhance capacity thru additional trainings for nurse supervisors

Outcome: _____

Final Step/Recommendation:

Prepared by:


ELWIN JAY V. YU, MD, MPH
Chief of Hospital I

Conforme:


TEODORA DORIS P. BRAGANZA



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER, 2024

Name of Staff: TEODORA DORIS P. BRAGANZA. Position: Nurse 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

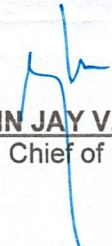
A. Commitment (both for subordinates and supervisors)	Scale				
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2. Makes self-available to clients even beyond official time	5	4	3	2	1
3. Submits 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
Score	Total 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	4.66				

Overall recommendation : _____


ELWIN JAY V. YU, MD, MPH
Chief of Hospital I

