

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: **ARNEL G. DORON**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.87	70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.40
<b>TOTAL NUMERICAL RATING</b>			4.81

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

Reviewed by:

**ARNEL G. DORON**  
Name of Staff

**ELWIN JAY V. YU**  
Department/Office Head

Approved:

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



## INDIVIDUAL PERFORMANCE COMMITMENT &amp; REVIEW FORM (IPCR)

I, ARNEL G. DORON, Administrative Aide III of VSU - University Services for Health Emergency and Rescue Office (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 Jan to June 2024.

**ARNEL G. DORON**

Admin Aide III - USHER 7-30-24

**ELWIN JAY V. YU, MD, MPH**


Chief of Hospital I 8-2-24

MFO/PAPs	Success Indicator	Task Assigned	Target	Accomplishment	Rating				Remarks
					Q	E	T	A	
USHER MFO1: Aligned Health Services	Percentage compliant of process under ISO standard	Implementation 5's concept in the workplace	100%	100%	5	5	5	5.00	
		Ensure that all medical and clinical instrument/s/machine/equipment properly maintain and calibrated periodically	100%	100%	5	5	5	5.00	
USHER MFO2: Administrative Support Management of Health Services	Efficient & customer-friendly frontline services	Zero complaint for every client served.		Zero Zero complaint complaint	5	5	5	5.00	
	Client- Centered Services	Zero complaint for every client served.		Zero complaint Zero complaint	5	5	5	5.00	
	Number of administrative functions	Ensure time and courteous action on all patients needs	100%	100%	5	5	5	5.00	
		Provide efficient and customer friendly service and allow them to give feedbacks to ensure client satisfaction	100%	100%	5	5	5	5.00	
	Number of rooms cleaned and disinfected	Proper cleaning and disinfecting of the Triage, Non-arid OPD and ER, ARID OPD and ER department	660	330	5	5	5	5.00	
	Number of times segregated garbage disposed	Proper disposal of segregated garbage every tour of duty	100%	100%	5	4	5	4.70	
	Number of appliances cleaned and disinfected	Proper cleaning of ceiling fan, electric fan, aircon	528	300	4	5	5	4.70	
	Number of documents followed up.	Does messengerial job and follow up the payrolls and other documents.	300	217	5	5	5	5.00	
	Number of offices, wards, pantry, kitchen, comfort rooms and equipment cleaned and	Maintain cleanliness & orderliness of the entire hospital (offices & wards), equipment and the area assigned.	1200	500	4	5	5	4.70	
	Percentage of patients assisted at the OPD, Ward and ER.	Acts as an Institutional Worker by facilitating patients at the OPD, Ward and ER (transport of patients & bedmaking).	100%	100	5	5	4	4.70	


MFO/PAPs	Success Indicator	Task Assigned	Target	Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Others/Additional output	Percentage of hospital waste disposed.	Dispose the garbage properly every shift or every tour of duty.	100%	100	5	5	5	5.00	
	Percentage of indoor/outdoor plants maintained.	Watering, weeding and planting of ornamental / flowering plants and trees.	100%	100	5	5	5	5.00	
	Number of purchase request submitted.	Prompt and timely submission of the purchase request.	96	100	5	5	4	4.70	
	Number of Daily Sales remitted to Cash Division.	Remittance of the Daily Sales of VSU Hospital.	240	100	5	5	5	5.00	
	Percentage of office computer repair and teach some basic techniques of Microsoft excel	Repair the office computer of Dra. Guinocor and ma'am Ky of RSPPRO, help and teach my supervisor how to use some of the basic techniques of Microsoft excel	100%	100	4	5	5	4.70	
	Percentage of helping and teaching of schedule of regular nurses in the HRIS to finalize	Help and teach our regular nurses how to properly input their work schedule into the HRIS and help them finalize their DTR ready to submit	100%	100	5	4	5	4.70	
	Percentage of assisting of medical examination during	Assist the nurses and students or patients during the medical examination and in emergency cases,	100%	100	5	5	4	4.70	
	Percentage of 10-emergency worker for university wide clean-up.	Supervised and helped the 10-emergency worker for the university wide clean up in preparation for the centennial anniversary of VSU,	100%	100	4	5	5	4.70	
Total Over-all Rating					96.00	98.00	97.00	97.30	

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

Evaluated and Rated by

  
**ELWIN JAY V. YU, M.D.**  
 Chief of Hospital I  
 Date: 8-2-24

Recommending Approval:

  
**ELWIN JAY V. YU, M.D.**  
 Head and VP for Admin and Finance  
 Date: 8-2-24

Comments & Recommendations for

Development Purposes:

*Attend trainings & seminar for appropriate time & admin management*

1 - quality

2 - efficiency

3 - timeliness

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 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Activity Monitoring	MECHANISM				Remarks
	Meeting		M e m o	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Target Setting OPCR; OTP; SWOT & ROAM Jan. 9, 2024			Preparation of OPCR; OTP; SWOT & ROAM
		Meeting about the form revision Jan. 1, 2024			Form Revision
		Meeting about the schedule of Medical Examination Jan. 25, 2024			Schedule of Medical Examination AY 2024-2025
		Meeting about the entrance and annual examination Jan. 31, 2024			Schedule meeting about the entrance and annual examination.
		Meeting about the annual health facility etcs March 19, 2024			Annual Health Facility and Statistical Report Financial report 2023 IHOMP 2023 Report
		All Watchman and Utility Meeting March 25, 2024			Disciplinary Action and Demerit System Cleaning System
		Goodwill games 2024; Open water and Aquathlon; April 2, 2024			Schedule of Medics for VSU Centennial Anniversary; Supplies and Equipment of medics and other matters.
		Costumer feedback report April 8, 2024			Costumer feedback for the month of January, and February, 2024
		HRIS MEETING June 3, 2024			Feedback about the HRIS Training held in DOH Tacloban .
		MANCOM MEETING June 27, 2024			Mancom Meeting
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: DORON, Arnel G.

Performance Rating: OUTSTANDING

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

Proposed Interventions to Improve Performance:

Date: January 2024 Target Date: June 2024

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

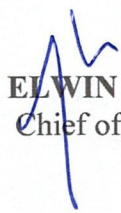
Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step: \_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation: \_\_\_\_\_

Prepared by:

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

Conforme:

  
ARNEL G. DORON



**Instrument for Performance Effectiveness of Administrative Staff**

**Annex O**

Rating Period: January – June, 2024

Name of Staff: ARNEL G. DORON

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		54				
Score						

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		4.5				

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

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

**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.