



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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	4.70	0.70	3.30
2. Supervisor/Heads assessment of his contribution towards attainment of office accomplishments	4.20	0.30	1.30
TOTAL NUMERICAL RATING			4.60

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Prepared by:

HERMILA P. CHIONG

Name of Staff

Reviewed by:

ELWIN JAY V. YU, M.D.

Chief of Hospital I

Recommending Approval:

REMBERTO A. PATINDOL

Vice Pres. for Admin and Finance

Approved:

REMBERTO A. PATINDOL

Vice Pres. for Admin and Finance

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.

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

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 accomplishments in accordance with the indicated measures for the period January to June, 2020

HERMILA P. CHIONG
Medical Technologist II

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

MFO/PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services									
OVPAF MFO8: University Health Services and Management									
UHSMFO 1: ISO Aligned Health Services	Percentage compliant of process under ISO standard	100% compliant to ISO standard	100%	100%	5	5	5	5.00	
UHSMFO 2: Administrative Support Management & Health Services	Client-Centered Services	Zero complaints for every patient	0	0	5	5	5	5.00	
	Number of section and personnel directly supervised	One staff directly supervised	1	1	5	5	5	5.00	
	Maintenance of working area	Routine clean-up of Laboratory Room	175	231	5	4	5	4.70	
	No. of times inventory of supplies is done and appropriate replenishment is made	Checking of laboratory supplies for replenishment & APP	5	8	4	5	4	4.33	
	Proper maintenance of Laboratory Record	Report preparation for Annual Report Accomplishment	6	12	4	5	4	4.33	
	Specimens collected within 5 minutes and results issued with the schedule of results releasing	Performance of laboratory procedures:	1300	1684	5	5	5	5.00	
UHSMFO 3: Preventive Health Services	Percentage of entrance/pre-employment and periodic (regular)health assessment conducted to faculty, staff and students	Assist of entrance-employment and periodic health assessment conducted to faculty, staff and students	100%	100%	5	5	5	5.00	

UHSMFO 4: Therapeutic Health Services	Number of diagnostic equipment acquired	Monitor diagnostic equipment acquired	1	1	5	5	4	4.70	
	Number of clinical laboratory upgrading to secondary laboratory proposed and established.	Proposed and established clinical laboratory upgrading to secondary laboratory.	1	1	5	4	5	4.70	
UHSMFO 5: Environmental Health and Sanitation Services	Schedule annual medical examination for continuing students outside of the enrollment period	Assist in annual medical examination for continuing student outside of the enrollment period.	1	1	4	4	5	4.30	
	Schedule annual health assesment for faculty and staff outside of the schedule of students	Assist in scheduling the annual health assessment for faculty	1	1	5	4	5	4.70	
	New system implemented	Assist the new system implemented.	1	1	5	4	4	4.30	
Total Over-all Rating					62	60	61	61.06	

Average Rating (Total Over-all rating divided by 31)			4.70
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING			4.70
ADJECTIVAL RATING			

Comments & Recommendations

for Development Purposes:

- Improve Laboratory Quality Management System.
- Attend relevant training seminars.

Evaluated and Rated by

ELWIN JAY V. YU, M.D.

Chief of Hospital I

Date:

9-3-2020

Recommending Approval:

REMBERTO A. PATINDOL

Head and VP for Admin and Finance

Date:

Approved by:

REMBERTO A. PATINDOL

Vice President for Admin and Finance

Date:

1 - quality

2 - effieciency

3 - timeliness

4 - average



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2020

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.

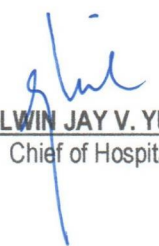
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		50				



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		4.20				

Overall recommendation : _____


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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: CHIONG, Hermila P.

Performance Rating: OUTSTANDING

Aim: To improve understanding and develop expertise in parasitology and microorganism
Encourage to maintain efficient laboratory management.

Proposed Interventions to Improve Performance:

Date: January 2020 Target Date: June 2020

First Step: Sent for training on Microorganism and Parasitology

Result: Capable of developing knowledge and skills in microorganism and parasitology.

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


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

Conforme:


HERMILA P. CHIONG