



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Ma. Fedelina B. Reyes

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.71	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

MA. FEDELINA B. REYES
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 by:

REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Ma. Fedelina B. Reyes**, Nursing Attendant 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 July - December, 2019

MA. FEDELINA B. REYES
Nursing Attendant II

Approved:

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

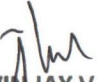
MFO/PAP's	Success Indicator	Task Assigned	Target	Accompli shment	Rating				Remarl s
					Q1	E2	T3	A4	
UMFMO6: General Administration Support Service									
OVPAF MFO8: University Health Services and Management									
MFO1									
Administrative and support services Management	Client-Centered Services	Zero complaint for every client served	0	0	5	5	5	5.00	
MFO 2									
Primary Health Care Services	Timely, courteous and quality provision of inpatient, outpatient and emergency services	Assist during outpatient consultation by making initial assesment, proper referral to physician, taking vital signs & proper recording on medical chart	500	1063	5	5	5	5.00	
	No. of admitted patients provided with hospital nursing care services	Make rapid initial assessment, get vital signs, provide emergency nursing intervention, immediate referral to physician & proper recording on medical chart	150	180	4	5	5	4.70	
	No. of times supplies and materials prepared e.g. Sterilization, autoclaving & packing	Prepares supplies and materials for use at OPD and ward	70	85	5	5	4	4.70	

MFO-3									
Preventive Health Services	Number of regular, effective and efficient conduct of entrance and annual physical and medical examinations of students, faculty and staff	Assist during medical examination of students & staff which entails taking of vital signs, visual acuity and recording in patient's chart & logbooks.	1200	1500	5	5	5	5.00	
	No. of hospital-based MCH lectures assisted	Assist in planning of activities for maternal & child health program	1	3	4	4	5	4.30	
	No. of food establishment monitored/inspected	Conduct monitoring on food establishment & accommodation facilities within VSU Campus in accordance to approved guidelines	1	2	4	5	4	4.30	
Total Over-all Rating					32	34	33	33.00	

Average Rating (Total Over-all rating divided by 31)		4.71
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendation
Development Purposes:
> attend relevant training & seminar in midwifery.


Evaluated and Rated by


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

1 - quality


2 - efficiency

Recommending Approval:


REMBERTO A. PATINDOL
 Head and VP for Admin and Finance
 Date: _____

3 - timeliness

Approved by:


REMBERTO A. PATINDOL
 Vice President for Admin and Finance
 Date: _____

4 - average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2019

Name of Staff: Ma. Fedelina B. Reyes Position: Nursing Attendant 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		58				

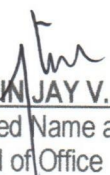
Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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		4.83				

Overall recommendation : _____


ELWIN JAY V. YU, M.D.
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: REYES, Ma. Fedelina B.

Performance Rating: OUTSTANDING

Aim: To enable her to maintain and update her knowledge and skills as midwife other than performing tasks as nursing aid an potential personnel for DR and Labor Room.

Proposed Interventions to Improve Performance:

Date: July 2019 Target Date: December 2019

First Step: Encourage her to consistency maintain the special areas (DR/LR) in terms of
preparations and sterility. Allow her to attend midwifery national conventions in
order to gather knowledge and update skills.

Result: Able to acquire new knowledge in midwifery.

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


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

Conforme:


MA. FEDELINA B. REYES