



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **ELWIN JAY V. YU**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.92	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.94

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

4.94

4.94
OUTSTANDING

Prepared by:


ELWIN JAY V. YU
Name of Staff

Approved:


DANIEL LESLIE S. TAN
Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ELWIN JAY V.YU**, Chief of Hospital I and Head, of VSU - University Services for Health Emergency and Rescue Office (USHER) commits to deliver and agree to be on the attainment of the following accomplishments in accordance with the indicated measures for the period January - June, 2023

ELWIN JAY V.YU 11-15-23

Chief of Hospital I and Head VSU - USHER

DANIEL LESLIE S. TAN 11-20-23

Vice President for Admin & Finance

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% complaint to ISO standard	100%	100	5	5	5	5.00	
	Number of new Quality Procedures submitted and approved and forms registered	Draft number of new quality procedures for submission and approval	100%	100	5	5	5	5.00	
	Number of forms registered and revised	Draft number of forms registered and revised	100%	100	5	5	5	5.00	
USHER MFO2: Administrative Support Management of Health Services	Efficient & customer-friendly frontline services	Zero complaints for every client served	0	0	5	5	5	5.00	
	Compliance to requirements of regulatory /accreditation bodies	Attends requirements for compliance of regulatory/ accreditation bodies	7	4	5	5	5	5.00	
	No. of linkages with external agencies maintained	5 (DOH, LMS, PHA, PHILHEALTH, CHO, Service Delivery Networks)	100%	100	5	5	5	5.00	
	No. of hospital policies drafts & revision of standard government	Draft and review policies of VSU Hospital	100%	100	5	5	5	5.00	
	No. of payrolls; JO appointments; hazard and laundry, PRs & POs and DTRs reviewed and signed.	Review and signed payrolls; appointments; hazard and laundry, PRs and PO; and DTRs	300	150	4	5	5	4.70	
	Monthly manpower meeting	Attends monthly manpower meeting	12	6	5	4	5	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
USHER MFO3: Health and Wellnes in the New Normal	No. of staff and employee for annual medical examination attended	Attended staff and employee for annual medical exam.	100%	100	5	4	5	4.70	
	Number of Non communicable Diseases Prevention and Control activities conducted	Conduct non-communicable diseases, prevention and control activities	100%	100	5	5	5	5.00	
	Number of Communicable Diseases Prevention and Control activities conducted	Conduct communicable diseases, prevention and control activities	100%	100	4	5	5	4.70	
	Percentage of staff and employees for Entrance and Annual Medical Examination attended	Conduct 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	Conduct students who came in for consultation	100%	100	5	5	4	4.70	
	Percentage of students who needs further evaluation and treatment referred to higher institution	Conduct, 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	Conduct staff, employees and their dependents who came in for consultation	100%	100	4	5	5	4.70	
	Percentage of staff, employees and their dependents needing further evaluation and treatment referred to higher center/institution	Conduct, evaluated and referred students who came in for consultation but needs further management to higher center	100%	100	5	4	5	4.70	
	Percentage of outsiders who seek consult and given medical/dental treatment	Conduct outsider patients who came in for consultation	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	
	Number of required trainings attended	Attend trainings.	100%	100	5	4	5	4.70	
USHER MFO4: Public Health Services in the New Normal	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.	2	2	5	5	5	5.00	
	Percentage of work-from-home arrangement request evaluated and recommended for approval/disapproval	Evaluated and recommended approval/disapproval of requests for work-from-home arrangement	100%	100	5	5	4	4.70	
	Percentage of Returning Residents (Employees, Dependents and Scholars) quarantined and monitored.	Conduct in monitoring of returning residents quarantined in our facility quarantine	100%	100	5	4	5	4.70	
	Percentage 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	4	5	5	4.70	
USHER MFO5: Rescue Services	Number of Emergency and rescue policy proposed and established	Conduct in drafting the policy on emergency and rescue	1	0	5	5	4	4.70	on-going
	Number of Emergency and rescue team, rescue headquarters, evacuation center and equipment/machines/vehicles proposed, prepared and submitted.	Proposed, prepared and submitted the number of emergency and rescue team, rescue headquarters, evacuation center and equipment/machines and vehicles.	1	0	4	5	5	4.70	
	Number of emergency and rescue personnel hired and trained	Hired and trained emergency and rescue personnel	12	6	5	5	4	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
USHER MFO7: Innovations in the New Normal	Number of Hospital Operations Manual proposed and approved	Formulate in drafting the hospital operations manual	1	1	4	5	5	4.70	on-going
	Electronic database maintained	Maintained electronic database	1	1	5	5	4	4.70	
	Number of Hospital Operations Manual established	Formulate in drafting the hospital operations manual	1	1	4	5	5	4.70	on-going
	Established and maintained telemedicine service	Telemedicine service established	1	1	5	5	4	4.70	on-going
	Request for Anti-Red Tape and Data Privacy Training submitted	Submitted request training for Anti-Red Tape and Data Privacy	1	1	4	5	5	4.70	
	Proposal to construct concrete pavement with Temporary Tent submitted	Submitted proposal to construct concrete pavement with temporary tent	1	1	5	5	4	4.70	
	Proposal to construct Waiting/Processing area for dental, lab and X-ray clients submitted	Submitted proposal to construct waiting/processing area for dental, laboratory and X-ray for clients.	1	1	4	5	5	4.70	on-going
	Proposal to construct a Safe Medical Records submitted	Submitted proposal to construct safe medical records.	1	1	5	5	4	4.70	on-going
	Proposal to construct a morgue submitted	Submitted proposal to construct a morgue	1	1	4	5	5	4.70	on-going
	Proposal to construct a new counters for the records room, cashier and pharmacy submitted	Submitted proposal to construct a new counters for the records room, cashier and pharmacy.	1	1	5	5	4	4.70	
	Proposal to purchase New hospital equipment and supplies submitted	Submitted proposal to purchase new hospital equipment and supplies	1	1	4	5	5	4.70	
	Follow-up submitted proposal for automatic sprinkler system	Submitted proposal for automatic sprinkler system was follow-up.	1	1	5	5	4	4.70	on-going

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL COMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Follow-up submitted proposal for the rewiring of the three-phase line of the Infirmary	Submitted proposal for the rewiring for the three-phase line Infirmary.	1	1	5	5	4	4.70	on-going
Total Over-all Rating					184	190	184	186.90	
Average Rating (Total Over-all rating divided by 31)			4.92						
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Comments & Recommendations

for Development Purposes:

- Attend trainings & Benchmarking activities for the Usher Improvement.

Evaluated and Rated by


DANIEL LESLIE S. TAN

Immediate Supervisor

 Date: 11/20/23

Approved by:


DANIEL LESLIE S. TAN

Vice President for Admin and Finance

 Date: 11/20/23

1 - quality

3 - timeliness

2 - efficiency

4 - average



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2023

Name of Staff: ELWIN JAY V. YU, M.D.

Position: Chief Hospital I

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				
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	5.00				

Overall recommendation : _____

DANIEL LESLIE S. TAN
VP for Admin. & Finance

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: YU, Elwin Jay V. MD, MPH

Performance Rating:

Aim: Develop further the manager's capabilities and skills

Proposed Interventions to Improve Performance:

Date: January 2023 Target Date: June 2023

First Step: Attend trainings & benchmarking activities for the USITER program (facilitator capabilities)

Result: Improved manager's capabilities; done benchmarking activities


Date: _____ Target Date: _____

Next Step: _____

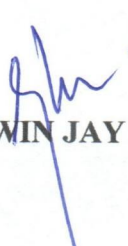
Outcome: _____

Final Step/Recommendation:

Prepared by:


DANIEL LESLIE S. TAN
Vice President for Admin and Finance

Conforme:


ELWIN JAY V. YU, MD, MPH