



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 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.75	0.70	3.33
2. Supervisor/Heads assessment of his contribution towards attainment of office accomplishments	4.70	0.30	1.41
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Prepared by:

Reviewed by:


TEODORA DORIS P. BRAGANZA

Name of Staff


ELWIN JAY V. YU, M.D.

Chief of Hospital I

Recommending Approval:


DANIEL LESLIE S. TAN

Vice Pres. for Admin and Finance


Approved:



DANIEL LESLIE S. TAN

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 on the attainment of the following accomplishments in accordance with the indicated measures for the period July - December, 2021


TEODORA DORIS P. BRAGANZA
 NURSE II


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

MFOs/PAPs	Success Indicators	Task Assigned	TARGET Jan- Dec 2021	ACTUAL ACCOM- PLISHMENT	Rating				Remark
					Q ¹	E ²	T ³	A ⁴	
USHER MFO1: ISO aligned Health Services	Percentage compliant of process under ISO standard	100% compliant to ISO standard	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	0	0	5	5	5	5.00	
	Number of personnel directly supervised	Conducts supervisory activities on Nurses, nursing attendant, Institutional worker	15	18	5	4	5	4.70	
	No. of monthly schedule prepared for physician, nurses, nursing attendant, institutional worker, and driver	Prepares schedule of duty for physician, nurses, nursing attendant, Institutional worker, driver	30	35	5	5	4	4.70	
	No. of Daily time record (DTR) evaluate and counter sign	Checked, evaluate and counter signed of DTR	100	120	5	4	5	4.70	
	No. of Job request for preventive and curative maintenance	Prepares job request and follow up	30	40	5	4	5	4.70	
	No. of implementation of the different health programs supervised	Supervision/coordinates/assist in the conduct of all different health programs of VSU Hospital	2	6	5	4	5	4.70	
USHER MFO3: Health and Wellnes in the New Normal	No. of injury/accident prevention activities conducted	Attend the re-echo lecture on OSH	1 per year	1	5	5	4	4.70	
	Number of request for medics/first aid granted	Prepared/assigned medics team and ambulance driver	15	20	5	4	5	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET Jan-Dec 2021	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of Mental Health awareness activities conducted/facilitated	Assist/facilitate in Mental Health awareness activities	2	2	5	4	5	4.70	
	Number of health promotion activities conducted	Supervised/assist on health promotion activities	4	6	4	5	5	4.70	
	Percentage of staff and employees for Entrance and Annual Medical Examination attended	Assist of entrance employment and periodic health assessment to Faculty and staff	100%	100%	5	5	4	4.70	
	Percentage of students who seek consult and given medical/dental treatment	Assist of entrance employment and periodic health assessment to Faculty and staff	100%	100%	4	5	5	4.70	
	Percentage of students who needs further evaluation and treatment referred to higher institution	Assist/facilitate for referral	100%	100%	5	5	4	4.70	
	Percentage of staff, employees and their dependents who seek consult and given medical/dental treatment	Assist during consult by taking V/S and proper assessment	100%	100%	5	4	5	4.70	
	Percentage of staff, employees and their dependents who needs further evaluation and treatment referred to higher institution	Assist staff, employee, dependents who needs further evaluation and treatment	100%	100%	4	5	5	4.70	
	Percentage of outsiders who seek consult and given medical/dental treatment	Assist outsider patient for consultation	100%	100%	5	4	5	4.70	
	Number of diagnostic equipment acquired	Diagnostic equipment received	17	17	5	5	5	5.00	
	Number of additional medical, nursing and allied health personnel hired	Number of Job order interview	13	7	4	5	5	4.70	
USHER MFO4: Public Health Services in the New Normal	Number of regular water analysis conducted	Monitor/facilitate regular water analysis	1	1	5	4	5	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET Jan- Dec 2021	ACTUAL ACCOM- PLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
USHER MFO7: Innovations in the New Normal	Number of Manual/Primer for Health services produced (Health Services availment and procedures)	To assist in drafting the manual/ primer for health services	1	1	5	4	5	4.70	
	New system implemented	Assist in implementing in the new system	1	1	5	5	5	5.00	
	Health Primer	Assist in drafting a health primer	1	1	4	5	5	4.70	
	Number of Hospital Operations Manual established	Assist in drafting the hospital operations manual	1	1	5	4	5	4.70	
Total Over-all Rating					115	109	116	114	

Average Rating (Total Over-all rating divided by 31)		4.75
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes:
** maintain good leadership to keep the working environment positive and uplifting.*

Evaluated and Rated by

ELWIN JAY V. YU, M.D.

Chief of Hospital I

Date: 3-28-2022

Recommending Approval:

DANIEL LESLIE S. TAN

Head and VP for Admin and Finance

Date: 3/28/22

Approved by:

DANIEL LESLIE S. TAN

Vice President for Admin and Finance

Date: 3/28/22

- 1 - quality
- 2 - efficiency
- 3 - timeliness
- 4 - average



Annex O

Instrument for Performance Effectiveness of Administrative Staff

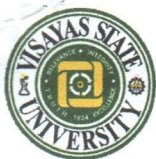
Rating Period: July – December, 2021

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.

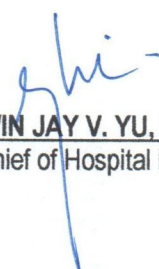
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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
Total 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		4.7				

Overall recommendation : _____


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

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 2021 Target Date: December 2021

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, M.D.
Chief of Hospital I

Conforme:


TEODORA DORIS P. BRAGANZA