

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JOIE PROCESO S. CAINTIC**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.79	70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.14	30%	1.25
TOTAL NUMERICAL RATING			4.60

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

4.60

4.60

Outstanding

Prepared by:

JOIE PROCESO S. CAINTIC
Name of Staff

Reviewed by:

ELWIN JAY V. YU
Department/Office Head

Approved:

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



**UNIVERSITY SERVICES FOR HEALTH,
EMERGENCY AND RESCUE (USHER)**

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FM-VSU-03
V2 05-09-2023

No. 24-51

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **JOIE PROCESO S. CAINTIC**, 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 July - December, 2024

JOIE PROCESO S. CAINTIC
Administrative Aide III - USHER

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

1-10-25

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLIS HMENT	Rating				Remarks
					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% compliant to standard	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 Complaint	0	5	5	5	5.00	
	Number of administrative functions	Follow up vouchers, replenishment, payroll, job request, intent letters, paper works, messengerial works, etc.	200	60	4	5	5	4.70	
	Number of equipment inspected	Check and maintain the fire extinguishers, smoke detector and emergency lamp, Operate Generator Set during power interruptions	220	60	5	4	5	4.70	
		Check and maintain of vehicle cleanliness and duty to completely inspect the vehicle and all the equipment so that the ambulance is ready for the next run	250	80	4	5	5	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLIS HMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of request for medics/first aid granted	Assists as transport officer/first aider during events.	6	9	4	5	5	4.70	
	Number of health promotion activities conducted	Assisted during health promotion activities by Usher	6	3	5	4	5	4.70	
	Percentage of students who needs further evaluation and treatment referred to	To Conduct students who needs further management and evaluation to higher center	100%	100%	5	5	5	5.00	
	Percentage of staff, employees and their dependents who needs further evaluation and treatment referred to higher institution	Conduct the transfer of staff, employees ande their dependents who needs further evaluation and treatment reffered to higher institution	100%	100%	5	5	4	4.70	
USHER MFO4: Rescue Services	Number of approved emergency and rescue trainings attended	Attended approved Emergency and Rescue Trainings	1	1	4	5	5	4.70	
Total Over-all Rating					46	48	49	47.90	
Average Rating (Total Over-all rating divided by 31)			4.79	Comments & Recommendations for Development Purposes: <i>Attend DOT training & skills skills & seminar courses about safety driving</i>					
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated and Rated by


ELWIN JAY V. YU, MD, MPH

Chief of Hospital I

Date: 1-10-25

Approved by:


ELWIN JAY V. YU, MD, MPH

Vice President for Admin and Finance

Date: 1-10-25

1 - quality

2 - effieciency

3 - timeliness

4 - average

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Name of Office: UNIVERSITY HEALTH SERVICES

Head of Office: ELWIN JAY V. YU, MD, MPH

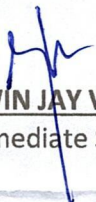
Number of Personnel: 33

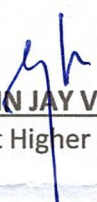
Activity Monitoring	MECHANISM				Remarks
	Meeting		M e m o	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Daily & monthly census on 7-20-2024			Meeting on daily and monthly census on nursing service
		Clinical services section head meeting. August 20, 2024			DOH Compliance and Other Matters
		Nurses and nursing attendant monthly meeting. September 15, 2024			Schedule of duties; Calibration and Maintenance
		ManCom Staff Meeting. Sept. 16 and 17, 2024			Costumer feedback report (Mar, Apr, May, June, 2024); OTHER MATTERS
		Meeting. November 29, 2024			HIV Fun Run Activity
		MANCOM MEETING December 5, 2024			MONTHLY REPORTING: Financial Matters; Admin Matters; Clinical Matters; Compliance to regulatory. UPDATE OF INVENTORY EQUIPMENT & SUPPLIES (Medical and Office Supplies) COSTUMER FEEDBACK REPORT; OTHER MATTERS
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: CAINTIC, Joie Proceso S.

Performance Rating: OUTSTANDING

Aim: To qualify as ambulance driver by acquiring BLS training certificates and safe driving

Proposed Interventions to Improve Performance:

Date: July 2024

Target Date: December 2024

First Step: Sent for Training in BLS and Safety Driving

Result: BLS trained and Safe Driving of Ambulance

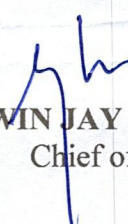
Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


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

Conforme:


JOIE PROCESO S. CAINTIC



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER, 2024

Name of Staff: JOIE PROCESO S. CAINTIC. 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

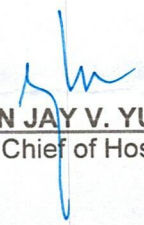
A. Commitment (both for subordinates and supervisors)	Scale				
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2. Makes self-available to clients even beyond official time	5	4	3	2	1
3. Submits 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
Score	Total 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	4.16				

Overall recommendation : _____


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



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EMERGENCY AND RESCUE (USHER)**

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