

### 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	4.83	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.50	30%	1.35
TOTAL NUMERICAL RATING			4.73

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**

Department/Office Head

Approved by:

**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. **24-49**



## INDIVIDUAL PERFORMANCE COMMITMENT &amp; 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 to December, 2024

**REYES, MA. FEDELINA B.**  
Nursing Attendant II

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

MFO/PAPs	Success Indicator	Task Assigned	Target	Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>USHER MFO1: ISO aligned Health Services</b>	Percentage compliant of process under ISO Standard	Implementation/use of ISO registered documents	100%	100	5	5	5	5.00	
		Implement of 5's concept in the work place	100%	100	5	5	5	5.00	
		Ensure that all medical and clinical instrument/machine/ equipment properly recorded with daily maintenance and calibrated periodically	100%	100	5	4	5	4.70	
<b>USHER MFO2: Administrative Support Management of Health Services</b>	Efficient and customer friendly frontline service	Ensure timely and courteous action on all patients needs and queries	100%	100	4	5	5	4.70	
		Provides clients with proper and easy to understands instruction	100%	100	5	4	5	4.70	
		Attend training on customer satisfaction, work attitude, mental health and wellness, employee skill	1	1	5	5	5	5.00	
		Attend re orientation of the nursing staff on their duties and responsibilities	6	3	4	5	5	4.70	



MFO/PAPs	Success Indicator	Task Assigned	Target	Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UHSMFO 3: Health and wellness in the new normal	Client - centered services	Create a trusting relationship to all clients through active listening and communication for effective and efficient health care	100%	100	4	5	5	4.70	
		Ensure that proper triaging of patients is strictly implemented	100%	100	5	5	5	5.00	
		Attends trainings for recent trends of Midwife/nursing attendant services to improve client satisfaction	1	1	5	5	5	5.00	
	Percentage of patients records logged in the e-hospital database	Logged patient record (OPD) in hospital database	100%	100	5	4	5	4.70	
		Routine clean up and disinfect OPD area	100%	100	5	5	4	4.70	
		Arranged the laboratory and c-xray result in the chart	100%	100	5	5	5	5.00	
	Percentage of timely, courteous and quality provision of outpatient service	Assists the nurse and physician during outpatient consultation by making thorough initial assessment	100%	100	5	5	5	5.00	
	Percentage of staff and employee for Entrance and Annual Medical Examination attended	Assists the nurse and physician during the entrance and annual medical examination of the staff and employee by taking vital signs	100%	100	5	4	5	4.70	
	Percentage of students who seek consult	Assists the nurse and physicians during consultation of the students	100%	100	5	5	4	4.70	
	Percentage of staff, employee and their dependents who seek consult	Assists the nurse and physicians during consultation of the employee and their dependents	100%	100	5	4	5	4.70	
	Percentage of outsiders who seek consult	Assists the nurse and physicians during consultation of the outsiders	100%	100	5	5	5	5.00	

MFO/PAPs	Success Indicator	Task Assigned	Target	Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Number of request for medics/first aider approved and attended	Assisted as medic/first aider during the events	100%	100	5	5	4	4.70	
	Number of prenatal and postnatal assisted	Assists the physician during prenatal and postnatal check up	100%	100	5	4	5	4.70	
	Number of reproductive, maternal and child health activities conducted	Conduct health education on breastfeeding and lactation management	1	1	5	5	5	5.00	
<b>Total Over-all Rating</b>					<b>102</b>	<b>99</b>	<b>102</b>	<b>101</b>	

<b>Average Rating (Total Over-all rating divided by 31)</b>		<b>4.83</b>
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		<b>4.83</b>
<b>ADJECTIVAL RATING</b>		

Comments & Recommendations for Development Purposes:  
*Attend training of seminars related to your job.*

Evaluated and Rated by

**ELWIN JAY V. YU, MD, MPH**

Chief of Hospital I

Date: 1-10-25

1 - quality

2 - efficiency

Approved by:

**ELWIN JAY V. YU, MD, MPH**

Vice President for Admin and Finance

Date: 1-10-25

3 - timeliness

4 - average



PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	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: 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 2024 Target Date: December 2024

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.

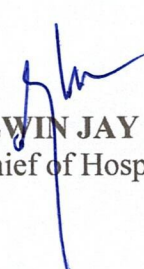
Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step: \_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation: \_\_\_\_\_

Prepared by:

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

Conforme:

  
MA. FEDELINA B. REYES





**Annex O**

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: JULY – DECEMBER, 2024

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

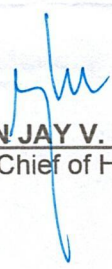






8. Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9. Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	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
Score	Total 54				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	4.5				

Overall recommendation : \_\_\_\_\_

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

