



Vice Pres. for Admin and Finance

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **GAY S. FERNANDEZ**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	0.70	3.32
2. Supervisor/Heads assessment of his contribution towards attainment of office accomplishments	4.80	0.30	1.44
TOTAL NUMERICAL RATING			4.76

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Prepared by:

GAY S. FERNANDEZ

Name of Staff

Reviewed by:

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, **GAY S. FERNANDEZ**, Medical Technologist 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


GAY S. FERNANDEZ

Medical Technologist II VSU - USHER


ELWIN JAY V. YU, M.D.

Chief of Hospital I and Head, USHER

MFOs/PAPs	Success Indicators	Task Assigned	TARGET Jan - Dec. 2021	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
USHER MFO1 : Aligned Health Services	ISO Percentage compliant of process under ISO Standard	100% compliant to ISO standard	100%	100	5	5	5	5.00	
USHER MFO2 : Administrative Support Management and Health Services	Efficient and customer friendly services	Zero complaint for every client served	0	0	5	5	5	5.00	
	Number of section and personnel directly supervised	One staff directly supervised	1	1	5	5	5	5.00	
	Maintenance of working area	Routine clean-up of Laboratory Room	550	250	5	5	5	5.00	
	No. of times inventory of supplies is done and appropriate replenishment is made	Checking of laboratory supplies for replenishment & APP	16	8	4	4	5	4.33	
	Proper maintenance of Laboratory Record	Report preparation for Annual Report Accomplishment	25	15	5	5	4	4.33	
USHER MFO3: Health and Wellness In the new normal	Percentage of freshmen returning and transferees students for entrance medical examination	Performs routine Lab procedures	100%	100	5	4	5	4.70	
	Percentage of continuing students for annual medical examination	Performs routine Laboratory procedures	100%	100	5	5	4	4.70	
	Percentage of staff and employee for entrance and annual medical examination	Performs routine Lab procedures and prepares the accomplishment report	100%	100	5	4	5	4.70	
	Percentage of staff, employees and their dependents who seek, consult and given medical treatment	Performs routine Lab procedures	100%	100	4	5	5	4.70	
	Percentage of staff, employees and their dependents who seek, consult and given medical treatment	Performs routine Lab procedures	100%	100	4	5	5	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET Jan - Dec. 2021	ACTUAL ACCOMPLISHM ENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Percentage of staff , employees and their dependents who need further evaluation and treatment referred to higher institution	Performs routine Lab procedures	100%	100	5	5	4	4.70	
	Percentage of outsiders who seek, consult and given medical and dental treatment.	Performs routine Lab procedures	100%	100	4	5	5	4.70	
	Number of hospital staff attended required trainings	DOH trainings, Seminars, Webinars conducted	1	1	5	4	5	4.70	
USHER MF04: Public Health Services in the new normal	Percentage of returning Residents(Employees, Dependents, and Scholars) quarantined and monitored	Performs nasopharyngeal swab for COVID 19 Rapid Antigen/Antibody Testing	100%	100	4	5	5	4.70	
	Number of close contacts of suspects, probable and confirmed of COVID -19 Case traced and monitored	Performs nasopharyngeal swab for COVID 19 Rapid Antigen/Antibody Testing	266	550	5	5	5	5.00	
	Percentage of suppliers evaluated and granted access to the campus	Annual calibration and monthly preventive maintenance of diagnostic machines and requisitions of reagents.	100%	100	4	5	5	4.70	
	Percentage of COVID suspected patients swabbed	Performs Nasopharyngeal swab	100%	100	5	4	5	4.70	
USHER MFO7: Innovation In the New Normal	New system implemented	Adopt and followed new system implemented	100%	100	5	4	5	4.70	
Total Over-all Rating					89	89	92	90.06	

Average Rating (Total Over-all rating divided by 31)		4.74
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations

for Development Purposes:

* Improve laboratory quality management system
* Attend relevant trainings & seminars.

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: GAY S. FERNANDEZ Position: Medical Technology 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				



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	4.8				

Overall recommendation : _____


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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FERNANDEZ, Gay S.

Performance Rating: OUTSTANDING

Aim: To improve understanding and develop expertise in parasitology and microorganism
Encourage to maintain efficient laboratory management.

Proposed Interventions to Improve Performance:

Date: July 2021 Target Date: December 2021

First Step: Sent for training on Microorganism and Parasitology

Result: Capable of developing knowledge and skills in microorganism and parasitology.

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


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

Conforme:


GAY S. FERNANDEZ