



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 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	0.70	3.33
2. Supervisor/Heads assessment of his contribution towards attainment of office accomplishments	4.20	0.30	1.30
TOTAL NUMERICAL RATING			4.63

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Prepared by:

Reviewed by:


JOIE PROCESO S. CAINTIC
Name of Staff


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

Recommending Approval:


REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance

Approved:


REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOIE PROCESO S. CAINTIC**, Admin. Aide III 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 January to June, 2020.

JOIE PROCESO S. CAINTIC
Admin Aide III

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


MFO/PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Re marks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services									
OVPAF MFO8: University Health Services and Management									
UHSMFO 1: ISO Aligned Health Services	Percentage compliant of process under ISO standard	100% compliant to ISO standard	100%	100	5	5	5	5.00	
UHSMFO 2: Administrative Support Management & Health Services	Client-Centered Services	Zero complaints for every client served	0		0	5	5	5	5.00
	No. of maintenance work done of ambulance	Maintain ambulance, clean and in good running condition	60	96	4	5	5	4.70	
	No. of times checked and operated the medical oxygen	Maintains & keeps the medical oxygen in good condition	100	144	5	4	4	4.33	
	No. of times checked the fire extinguisher	Maintains & keeps the fire extinguisher in good condition	20	24	4	5	4	4.33	

	No. of follow-ups done	Do messengerial job, follow-up of RIS. Vouchers & payrolls when needed in the absence of Institutional Worker (IW)	100	90	5	5	5	5.00	
	Timely, courteous and quality provision of inpatient, outpatient and emergency services	No. of patients conducted to and from other hospital for referral	75	60	5	5	5	5.00	
	No. of times requested	Standby ambulance when requested	40	28	4	5	5	4.70	
Total Over-all Rating					37	39	38	38	

Average Rating (Total Over-all rating divided by 31)			4.76
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING			4.76
ADJECTIVAL RATING			

Comments & Recommendations for Development Purposes:
 Must attend DOH training & seminars about safe driving skills, life support training, & other related training courses.


Evaluated and Rated by


ELWIN JAY V. YU, M.D.
 Chief of Hospital I
 Date: 9-30-2020
 1 - quality
 2 - efficiency
 3 - timeliness
 4 - average

Recommending Approval:


REMBERTO A. PATINDOL
 Head and VP for Admin and Finance
 Date: _____

Approved by:


REMBERTO A. PATINDOL
 Vice President for Admin and Finance
 Date: _____



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2020

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.

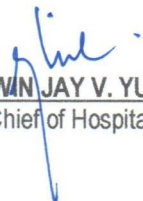
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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
Total Score		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		4.20				

Overall recommendation : _____


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

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: January 202 Target Date: June 2020

First Step: Sent for Training in BLS and Safety Driving

Result: BLS trained and Safe Driving of Ambulance

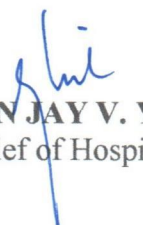
Date: Target Date:

Next Step:

Outcome:

Final Step/Recommendation:

Prepared by:


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

Conforme:


JOIE PROCESO S. CAINTIC