

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **MERRY CHRIST'L S. GUINOCOR**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.84	0.70	3.40
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	0.30	1.45
TOTAL NUMERICAL RATING			4.84

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Prepared by:

MERRY CHRIST'L S. GUINOCOR
Name of Staff

Reviewed by:

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

I, **Dr. Merry Christ'l S. Guinocor**, Medical Officer 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 - June, 2019.

MERRY CHRIST'L S. GUINOCOR, M.D.
Medical Officer III

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

MFO/PAP's	Success Indicator	Task Assigned	Target	Accomp lishmen t	Rating				Remarks
					Q1	E2	T3	A4	
UMFO 6: General Administrative and Support Services									
VPAF MFO8: University Health Services and Management									
UHSMFO 1: ADMINISTRATIVE AND	PI. 1. Client-Centered Services	Zero complaints for every client served	0	0	5	5	5	5.00	
	PI. 2 No. of hospital policies drafted & reviewed	Draft and review policies for VSU Hospital	1	1	5	5	4	4.70	
	PI.3 Attend as representative in administrative meeting as needed	Attend meeting as needed	1	1	5	4	5	4.70	
	PI.4 No. of Payrolls reviewed & signed	Review and sign payrolls	15	36	5	5	4	4.70	
	PI.5 No. of Standard Government Forms reviewed & signed	Review and sign standard government forms	2	4	5	4	5	4.70	
UHSMFO 2: PRIMARY HEALTH CARE SERVICES	PI.1 Timely, courteous and quality provision of impatient, outpatient and emergency services	Patient seen and examined with 10 minutes	1200	2055	5	5	5	5.00	
	PI.2 Number of referrals made	Conduct outpatient consult or in-patient medical management then make proper referral to higher facilities as needed	15	26	5	5	5	5.00	
	PI.3 No. of medical certificates issued	Conduct proper physical examination, history taking and give needed medical intervention as needed or review medical record and issue the proper certificate	1200	1800	5	5	5	5.00	
UHSMFO 3: PREVENTIVE HEALTH SERVICES	PI.1 Number of friendly and relevant implementation of adolescent health services	One (1) related activities like seminars, information campaigns conducted	2	2	4	5	5	4.70	

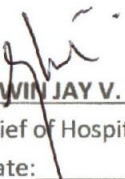
	PI.2 Number of regular, effective and efficient conduct of entrance and all physical and medical examinations of students, faculty and staff	patient seen and examined in 15 minutes during his/her turn depending on his/her priority number	1200	1873	5	5	5	5.00	
	P1. 3 Number of efficient implementation of noncommunicable disease prevention and health promotion	Number of related activities and seminars and information campaigns conducted	2	2	4	5	5	4.70	
Total Over-all Rating									
Average Rating					53	53	53	53.20	

Average Rating (Total Over-all rating divided by 31)			4.84
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			

**Comments & Recommendation:
Development Purposes:**


*Depends on clinical practice guidelines
attend relevant training & seminars*

Evaluated and Rated by



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

- 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: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2019

Name of Staff: MERRY CHRIST'L S. GUINOCOR Position: Medical Officer III

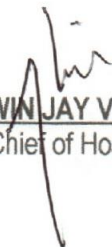
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	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	4.83				

Overall recommendation : _____


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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GUINOCOR, Merry Christ'l S.

Performance Rating: OUTSTANDING

Aim: Enhance and maintain professional skills in the practice of Pediatrician

Proposed Interventions to Improve Performance:

Date: January 2019 Target Date: June 2019

First Step: Encourage to attend PPS Convention

Result: Able to update knowledge and inquire management of pediatric patients


Date: _____ Target Date: _____

Next Step: _____


Outcome: _____

Final Step/Recommendation: _____

Prepared by:


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

Conforme:


MERRY CHRIST'L S. GUINOCOR, M.D.