



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 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	4.70	0.30	1.41
TOTAL NUMERICAL RATING			4.73

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Prepared by: _____

MA. FEDELINA B. REYES

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 **Ma. Fedelina B. Reyes**, Nursing Attendant of the 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

MA. FEDELINA B. REYES
Nursing Attendant

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

MFOs/PAPs	Success Indicators	Task Assigned	TARGET Jan-Dec 2021	ACTUAL ACCOMPLISHMENT	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%	100%	5	5	5	5	
USHER MFO2: Administrative Support Management of Health Services	Efficient & customer-friendly frontline services	Zero complaint for every client served.	0	0	5	5	5	5	
	Number of areas properly maintained and expected as to its safety, cleanliness and comfort.	Routine clean-up of OPD ARID, Clean Up Sterilization Area, Labor Room and Birthing Room	85	132	5	5	5	5	
	Number of packed and sterilized instruments and supplies.	Packs and sterilizes instruments and supplies.	20	30	4	5	5	4.7	
USHER MFO3: Health and Wellnes in the New Normal	Number of request for medics/first aid granted	Assisted as medic during the Biggest Loser VSU Edition.	2	3	5	5	3	4.33	
	Percentage of staff and employees for Entrance and Annual Medical Examination attended	Assists the doctors during the Entrance and Annual Medical Examination of the staff and employees by taking the vital signs and performing thorough assessment.	100%	100%	4	5	5	4.7	
	Percentage of students who seek consult and given medical / dental treatment	Assists the doctors during OPD consultation.	100%	100%	5	4	5	4.7	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET Jan-Dec 2021	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Percentage of staff, employees and their dependents who seek consult and given medical / dental treatment	Assists the doctors during OPD consultation.	100%	100%	4	5	5	4.7	
	Percentage of outsiders who seek consult and given medical / dental treatment	Assists the doctors during OPD consultation.	100%	100%	5	4	5	4.7	
	Number of diagnostic equipment acquired	Diagnostic equipment received	17	17	5	5	4	4.7	
USHER MFO7: Innovations in the New Normal	Number of Manual/Primer for Health services produced (Health Services availment and procedures)	Assist in producing the Manual / Primer for Health Service	1	1	5	4	5	4.7	
	New system implemented	Assist in the new system implementation	1	1	4	5	5	4.7	
Total Over-all Rating					56	57	57	56.9	

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: <i>Attend relevant training courses and seminars.</i>
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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: 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
Total Score		56				

Vision:

A globally competitive university for science, technology, and environmental conservation.


Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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	4.7				

Overall recommendation : _____


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

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 2021 Target Date: December 2021

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, M.D.
Chief of Hospital I

Conforme:


MA. FEDELINA B. REYES



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MILDRED A. BERRAME**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	0.70	3.31
2. Supervisor/Heads assessment of his contribution towards attainment of office accomplishments	4.70	0.30	1.41
TOTAL NUMERICAL RATING			4.72


TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

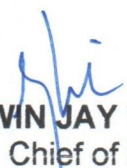
TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____


Prepared by:


MILDRED A. BERRAME
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