

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **ELWIN JAY V. YU**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	0.70	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	0.30	1.44
<b>TOTAL NUMERICAL RATING</b>			<b>4.84</b>

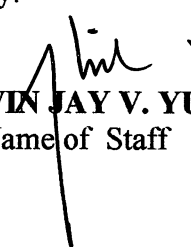
TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_


ADJECTIVAL RATING: \_\_\_\_\_

Prepared by:

  
**ELWIN JAY V. YU, M.D.**  
Name of Staff

Approved:

Reviewed by:

  
**REMBERTO A. PATINDOL**  
Vice Pres. For Admin. & Finance

  
**REMBERTO A. PATINDOL**  
Vice Pres for Admin and Finance

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Dr. Elwin Jay V. Yu, Chief of Hospital I of the VSU Hospital commits to deliver and agree to be rated on the attainment of the following target in accordance with the indicated measures for the period August to December, 2018

**DR. ELWIN JAY V. YU**  
Chief of Hospital I

**REMBERTO A. PATINDOL**  
Vice-President for Admin and Finance



MFO/PAP's	Success Indicator	Task Assigned	Target	Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
UMFMO6: General Administration Support Service									
OVPAF MFO8: University Health Services and Management									
UHS MFO1									
Administrative and support services Management	Client-Centered Services	Zero complaints for every client served	0	0	5	5	5	5.00	
	Number of sections and personnel directly supervised	5 sections	5	5	5	5	5	5.00	
	Number of linkages with external agencies maintained	5 (DOH, LMS, PHA, PHILHEALTH, CHO, Service Delivery Networks)	5	5	5	5	5	5.00	
UHS MFO 2									
Primary Health Care Services	Timely, courteous and quality provision of inpatient, outpatient and emergency services	Patient seen and examined within 10 minutes	450	626	5	5	5	5.00	
	Number of referrals made	Conduct outpatient consult or in-patient medical management then make proper referral to higher facilities as needed	3	8	5	5	5	5.00	
	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	430	1300	5	5	5	5.00	
UHS MFO 3									
Preventive Health Services	Number of friendly and relevant implementation of adolescent health services	one (1) related activities like seminars, information campaigns conducted	1	1	4	5	5	4.70	

	Number of regular, effective and efficient conduct of entrance and annual 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	750	1114	5	5	5	5.00	
	Number of efficient implementation of noncommunicable disease prevention and health promotion	Number of related activities and seminars and information campaigns conducted	1	1	5	4	5	4.70	
	Number of prompt and quality control, treatment and prevention of communicable diseases	Number of related activities like seminar forum info campaigns conducted	1	1	5	5	4	4.70	
<b>UHS MFO 4</b>									
<b>Environmental health and sanitation services</b>	Regular and effective conduct of food and water-borne disease prevention and control program	At least 2 sanitary inspection of food establishment in VSU and VSU water refilling station per year and at least 1 water analysis every 6 months of all VSU drinking water sources and distribution systems.	1	1	5	4	5	4.70	
	Sustainable and proactive implementation of vector-borne disease prevention and control services	At least 2 sanitary inspection of dormitories, areas with housing units and accommodation services in VSU including its surroundings	1	1	5	5	4	4.70	
<b>UHS MFO 5</b>									
	Number of new systems developed and implemented	1 system developed	1	1	4	5	5	4.70	use of electronic medical records and electronic Philhealth claims
	Number of innovative and revised policies prepared and finally approved	1 revised policy, 1 proposals for new service introduced	1	1	5	4	5	4.70	1 pharmacy and 1 drug testing laboratory
	Number of new programs developed for an integrative assessment , holistic management and intervention for students at high risk of ill health due to physical and mental conditions, alcohol and substance abuse , violence and risky sexual behavior and the likes.	1 program	1	1	5	5	5	5.00	creation of 1 technical working group for program development and attendance by core staff to capability building and skills training seminar

Total Over-all Rating									73	72	73	72.90	
Average Rating													
													<b>Comments &amp; Recommendations for Development Purposes:</b> <i>To attend relevant seminars/workshops</i>
Average Rating (Total Over-all rating divided by 31)												4.86	
Additional Points:													
Punctuality													
Approved Additional points (with copy of approval)													
<b>FINAL RATING</b>													
<b>ADJECTIVAL RATING</b>													

Evaluated and Rated by

  
**REMBERTO A. PATINDOL**

Head and VP for Admin and Finance

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

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: \_\_\_\_\_

- 1 - quality
- 2 - efficiency
- 3 - timeliness
- 4 - average

**Instrument for Performance Effectiveness of Administrative Staff**Rating Period: AUGUST - DECEMBER, 2018Name of Staff: ELWIN JAY V. YU, M.D. Position: Chief Hospital I

**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

<b>A. Commitment (both for subordinates and supervisors)</b>		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>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					24
Average Score					4.82

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



**REMBERTO A. PATINDOL**  
Name of Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: YU, Elwin Jay V. M.D.

Performance Rating:

Aim: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Interventions to Improve Performance:

Date: August 2018 Target Date: December 2018

First Step: Seek schedules of relevant trainings/workshops

Result: Request Scholarship Committee to attend such trainings

Date: As sc Target Date: \_\_\_\_\_

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

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

Final Step/Recommendation:

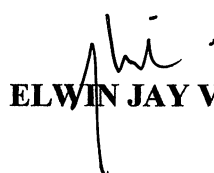
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Prepared by:



**REMBERTO A. PATINDOL**  
Vice President for Admin and Finance

Conforme:

  
**ELWIN JAY V. YU, M.D.**