



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.50	70%	3.15
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.82	30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.60</b>

TOTAL NUMERICAL RATING:

4.60

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

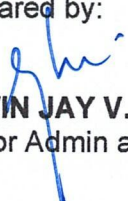
FINAL NUMERICAL RATING

4.60


ADJECTIVAL RATING:

Outstanding

Prepared by:

  
**ELWIN JAY V. YU**  
VP for Admin and Finance

Reviewed by:

  
**PROSE IVY G. YEPES**  
President

Recommending Approval:

N/A  
Dean/Director

Approved:

  
**PROSE IVY G. YEPES**  
President

## INDIVIDUAL PERFORMANCE COMMITMENT &amp; REVIEW FORM (IPCR)

I, ELWIN JAY V.YU, Chief of Hospital I and VP for Administration and Finance 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, 2024.



ELWIN JAY V.YU

Ratee



PROSE IVY G. YEPES

President

MFOs/PAPs	Success Indicators	Task Assigned	TARGET  (Jan - Dec 2024)	ACTUAL ACCOMPLISH MENT	Rating				Remarks
				(Jan-April 2024)	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
CHIEF OF HOSPITAL I (USHER)									
USHER MFO1: ISO Aligned Health Services	Percentage compliant of process under ISO standard	100% complaint to ISO standard	100%	100%	4	5	5	4.67	
	Percentage of new Quality Procedures submitted and approved and forms registered	Draft number of new quality procedures for submission and approval	100%	100%	4	5	5	4.67	
	Number of forms registered and revised	Draft number of forms registered and revised	20	31	5	5	4	4.67	
USHER MFO2: Administrative Support Management of Health Services	Efficient & customer-friendly frontline services	Zero complaints for every client served	0	0	4	5	5	4.67	
	Compliance to requirements of regulatory /accreditation bodies	Attends requirements for compliance of regulatory/ accreditation bodies	7	4	5	5	4	4.67	
	No. of linkages with external agencies maintained	5 (DOH, LMS, PHA, PHILHEALTH, CHO, Service Delivery Networks)	5	5	5	5	5	5.00	
	No. of hospital policies drafts & revision of standard government forms	Draft and review policies of VSU Hospital	1	1	4	5	5	4.67	



	No. of rolls; JO appointments; hazard and laundry, PRs & POs and DTRs reviewed and signed.	Review and signed rolls; appointments; hazard and laundry, PRs and PO; and DTRs	300	150	5	5	4	4.67	
	Monthly manpower meeting	Attends monthly manpower meeting	12	4	4	5	4	4.33	
<b>USHER MFO3: Health and Wellnes in the New Normal</b>	No. of staff and employee for annual medical examination attended	Attended staff and employee for annual medical exam.	1,200	728	4	5	5	4.67	
	Percentage of Non communicable Diseases Prevention and Control activities conducted	Conduct non-communicable diseases, prevention and control activities	100%	100%	5	5	4	4.67	
	Percentage of Communicable Diseases Prevention and Control activities conducted	Conduct communicable diseases, prevention and control activities	100%	100%	5	5	4	4.67	
	Percentage of staff and employees for Entrance and Annual Medical Examination attended	Conduct staff and employees who came in for Entrance and annual medical examination	100%	100%	4	5	4	4.33	
	Percentage of students who seek consult and given medical/dental treatment	Conduct students who came in for consultation	100%	100%	4	5	5	4.67	
	Percentage of students who needs further evaluation and treatment referred to higher institution	Conduct, evaluated and referred students who came in for consultation but needs further management to higher center	100%	100%	4	5	5	4.67	
	Percentage of staff, employees and their dependents who seek consult and given medical/dental treatment	Conduct staff, employees and their dependents who came in for consultation	100%	100%	5	4	4	4.33	
	Percentage of staff, employees and their dependents needing further evaluation and treatment referred to higher center/institution	Conduct, evaluated and referred students who came in for consultation but needs further management to higher center	100%	100%	4	5	4	4.33	

	Percentage of outsiders who seek consult and given medical/dental treatment	Conduct outsider patients who came in for consultation	100%	100%	5	4	4	4.33	
	Number of required trainings attended	Attend trainings.	10	3	4	5	4	4.33	
<b>USHER MFO4: Public Health Services in the New Normal</b>	Number of Sanitary inspection of food establishments, dormitories and housing units within the campus conducted	Facilitated and conducted the sanitary inspection among food establishments, dormitories and housing units within the campus.	2	1	5	5	4	4.67	
	Percentage of work-from-home arrangement request evaluated and recommended for approval/disapproval	Evaluated and recommended approval/disapproval of requests for work-from-home arrangement	100%	100%	4	5	4	4.33	
	Percentage of Returning Residents (Employees, Dependents and Scholars ) quarantined and monitored.	Conduct in monitoring of returning residents quarantined in our facility quarantine	100%	100%	4	5	5	4.67	
	Percentage of close contacts of suspect, probable and confirmed cases of COVID-19 traced and monitored	Facilitated the contact tracing of VSU's COVID-19 suspected, probable and confirmed cases.	100%	100%	5	5	4	4.67	
<b>USHER MFO5: Rescue Services</b>	Number of Emergency and rescue policy proposed and established	Conduct in drafting the policy on emergency and rescue	1	0	5	4	5	4.67	on-going
	Number of Emergency and rescue team, rescue headquarters, evacuation center and equipment/machines/vehicles proposed, prepared and submitted.	Proposed, prepared and submitted the number of emergency and rescue team, rescue headquarters, evacuation center and equipment/machines and vehicles.	1	0	4	5	5	4.67	
	Number of emergency and rescue personnel hired and trained	Hired and trained emergency and rescue personnel	12	4	4	4	5	4.33	



**USHER MFO7:  
Innovations in the New  
Normal**

Number of Hospital Operations Manual proposed and approved	Formulate in drafting the hospital operations manual	1	1	5	4	4	4.33	on-going
Electronic database maintained	Maintained electronic database	1	1	4	4	5	4.33	
Number of Hospital Operations Manual established	Formulate in drafting the hospital operations manual	1	1	5	4	4	4.33	on-going
Established and maintained telemedicine service	Telemedicine service established	1	1	4	4	5	4.33	on-going
Request for Anti-Red Tape and Data Privacy Training submitted	Submitted request training for Anti-Red Tape and Data Privacy	1	1	5	4	4	4.33	
Proposal to construct concrete pavement with Temporary Tent submitted	Submitted proposal to construct concrete pavement with temporary tent	1	1	4	5	4	4.33	
Proposal to construct Waiting/Processing area for dental, lab and X-ray clients submitted	Submitted proposal to construct waiting/processing area for dental, laboratory and X-ray for clients.	1	1	5	5	4	4.67	on-going
Proposal to construct a Safe Medical Records submitted	Submitted proposal to construct safe medical records.	1	1	5	5	5	5.00	on-going
Proposal to construct a morgue submitted	Submitted proposal to construct a morgue	1	1	5	5	5	5.00	on-going
Proposal to construct a new counters for the records room, cashier and pharmacy submitted	Submitted proposal to construct a new counters for the records room, cashier and pharmacy.	1	1	5	5	5	5.00	
Proposal to purchase New hospital equipment and supplies submitted	Submitted proposal to purchase new hospital equipment and supplies	1	1	4	5	5	4.67	
Follow-up submitted proposal for automatic sprinkler system	Submitted proposal for automatic sprinkler system was follow-up.	1	1	4	5	5	4.67	on-going



	Follow-up submitted proposal for the rewiring of the three-phase line of the Infirmary	Submitted proposal the rewiring for the three-phase line Infirmary.	1	1	4	5	5	4.67	on-going
Total Over-all Rating					4	5	5	4.58	
Average Rating					4.58				
Vice President for Administration and Finance (OP Memo No. 336 s. 2024, effective May 6, 2024)									
MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
			(May-Dec 2024)	(May-June 2024)	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5: SUPPORT TO OPERATIONS									
OVPAF MFO1: ISO aligned management and administrative support services									
	PI. 1 Percentage compliant of process under ISO standard	100% compliant to ISO standard	100%	100%	5	4	5	4.67	
	PI. 2 Number of forms registered and revised	Registered and revised OVPAF form/s	1	2	4	5	5	4.67	
OVPAF MFO3: ARTA aligned compliance and reporting requirements									
	PI. 3 Percentage of external clients served and rated the service at least very satisfactory or higher	100% external clients served and rated at least very satisfactory or higher	100%	100%	4	5	5	4.67	
OVPAF MFO4: Innovation and Best Practices									
UMFO 6: ADMINISTRATION SUPPORT SERVICE									
Administrative Services and Management	PI. 4 Number of Offices and units directly supervised and monitored	Supervised and Monitored Offices/Units	25 offices supervised/monitored	25	4	5	5	4.67	
	PI. 5 Number of university committees Chaired and Coordinated	Chaired and coordinated different committees	14 committees chaired and coordinated	14	4	5	5	4.67	



	<b>PI. 6</b> Number of administrative meetings conducted	Presided meetings prepare proposal as required for deliberation	40	10	4	5	5	4.67	9 meetings, 1 proposal
	<b>PI. 7</b> Number of trainings/seminars called by higher authorities attended	Participated trainings/seminar called by the higher authorities	5	1	5	4	5	4.67	
	<b>PI. 8</b> Number of administrative and financial documents reviewed and approved	Reviewed and Approved financial documents	6,000	1,319	5	5	4	4.67	
	<b>PI. 9</b> Number of Memorandum and Memorandum Circular issued	Approved and Issued OVPAF Memorandum and Memorandum Circulars	10	3	4	5	4	4.33	
	<b>PI. 10</b> Number of linkages with external agencies maintained	Maintained linkages with external agencies	30	37	4	5	5	4.67	
<b>Physical facilities development and maintenance</b>	<b>PI. 11</b> Number of infrastructure coordinated and monitored	Monitored/coordinated different infrastructures	10	15	4	4	4	4.00	
	<b>PI. 12</b> Percentage of building and facilities inspected for preventive and corrective maintenance	100% of scheduled maintenance inspected	100%	100%	4	4	5	4.33	
	<b>PI. 13</b> Percentage of repair and maintenance of light vehicles and heavy equipment programs coordinated and monitored	100% of scheduled maintenance monitored	100%	100%	4	5	5	4.67	
	<b>PI. 14</b> Percentage of solid waste collected and disposed	100% collected and disposed	100%	100%	5	4	4	4.33	
	<b>PI. 15</b> Percentage of laboratory instruments and equipment for preventive and and corrective maintenance	100% of scheduled maintenance works	100%	100%	4	4	5	4.33	

	<b>PI. 16</b> Percentage of well-maintained campus beautification and landscape	100% of scheduled campus landscape well-maintained	100%	100%	4	5	5	4.67	
<b>Financial Management Services</b>	<b>PI. 17</b> Percentage of financial documents received and approved	Documents release within 45 mins	Documents release within 30 mins	100%	5	5	4	4.67	
	<b>PI. 18</b> Percentage of Annual Budget Proposal with supporting budget preparation forms submitted to different regulatory committees and agencies	Submitted annual budget proposal with supporting budget preparation forms	100% submission Tier 1 & 2 (PRE 2025)	100% (1 volume 2025 Budget Proposal submitted on time)	4	5	5	4.67	
	<b>PI. 19</b> Percentage of monthly, quarterly and year-end financial reports, prepared, consolidated, approved and submitted to COA/DBM within mandated time for all funds : error free	Monitored Monthly, Quarterly, and Year-end Financial reports	100% (44 budgetary accountability reports submitted on time, error free and 32 other reports)	98% (22 budgetary accountability reports submitted on time, error free and 16 other reports)	5	4	5	4.67	
<b>Personnel Services and Management</b>	<b>PI. 20</b> Number of activities conducted in compliance to ISO requirements/alignment to QMS coordinated and monitored	30	20 L&D	133%	4	5	5	4.67	
	<b>PI. 21</b> Number of Human Resource Management systems monitored	Monitored Human Resource Management systems	4	5	5	5	4	4.67	
<b>Medical and Dental Health Services</b>	<b>PI. 22</b> Percentage of medical-related services monitored	Monitored Medical-related services	100%	100%	4	5	5	4.67	
	<b>PI. 23</b> Percentage of dental-related services monitored	Monitored Dental-related services	100%	100%	4	5	5	4.67	
	<b>PI. 24</b> Percentage of emergency calls responded	Responded all emergency calls	100%	100%	4	4	5	4.33	



	<b>PI. 25</b> Percentage of public health services in the new normal traced and monitored	Monitored/traced public Health services in the new normal	100%	100%	4	5	5	4.67	
<b>Disaster and Risk Reduction Management Services</b>	<b>PI. 26</b> Percentage of investigation and reported incidents conducted	Conducted investigation and reported incidents	100%	100%	4	4	4	4.00	
	<b>PI. 27</b> Percentage of emergency calls responded	Responded all emergency calls	100%	100%	4	4	5	4.33	
<b>Information and Communications Technology Management Services</b>	<b>PI. 28</b> Percentage of system development, enhancement and debugging maintained	Maintained system development, enhancement and debugging	100%	50%	4	4	5	4.33	
	<b>PI. 29</b> Percentage of network infrastructure and internet connectivity established	Maintain established network infrastructure and internet connectivity	100%	50%	4	4	4	4.00	
	<b>PI. 30</b> Number of systems implemented and used	Implemented and continuously used systems	5	5	5	4	4	4.33	
<b>Support Services</b>	<b>PI. 31</b> Efficient customer friendly frontline service	Efficiently and effectively entertains clients promptly	100%	100%	4	4	5	4.33	
<b>Total Over-all Rating</b>					4.3	4.5	4.7	4.51	
					<b>4.51</b>				
<b>Average Rating (Total Over-all rating divided by 4) :</b>				4.543	<b>Comments &amp; Recommendation for Development Purposes:</b> <i>Congratulations! Continue to learn, learn &amp; unlearn things so you perform your mandated tasks &amp; responsibilities as VPMT &amp; Hospital Chief.</i>				
<b>Additional Points:</b>									
<b>Approved Additional Points (with copy of approval)</b>									
<b>FINAL RATING</b>				4.50					
<b>ADJECTIVAL</b>									

Evaluated & Rated by:

**PROSE IVY G. YEPES**

Immediate Supervisor

Date: Sept. 05, 2024

Approved by:

**PROSE IVY G. YESPES**

President

Date: Sept. 05, 2024

1 - Quality

2 - Efficiency

3 - Timeless

4 - Average

## PERFORMANCE MONITORING & COACHING JOURNAL

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

**Name of Office:** Office of the Vice President for Admin. and Finance

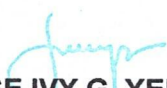
**Head of Office:** Elwin Jay V. Yu

**Number of Personnel:** 6

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Unrecorded/ undocumented informal discussion with concerned staff				
Coaching	Unrecorded/undocu mented informal discussion with concerned staff				

*Note: Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:

  
**PROSE IVY G. YEPES**  
Immediate Supervisor

Noted by:

  
**PROSE IVY G. YEPES**  
Next Higher Supervisor



### TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
CHIEF OF HOSPITAL I - USHER (Jan – April 2024)								as of April, 2024
USHER MFO1: ISO Aligned Health Services	100% complaint to ISO standard	EJ.V.Yu dDRC	Jan – Apr 2024	/	/	/	/	100%
	Draft number of new quality procedures for submission and approval	EJ.V.Yu dDRC	Jan – Apr 2024	/	/	/	/	100%
	Draft number of forms registered and revised	EJ.V.Yu dDRC	Jan – Apr 2024	/	/	/	/	31
USHER MFO2: Administrative Support Management of Health Services	Zero complaints for every client served	EJ.V.Yu USHER Staff	Jan – Apr 2024	No complaint	No complaint	No complaint	No complaint	
	Attends requirements for compliance of regulatory/ accreditation bodies	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	Attended 4 requirements for compliance of regulatory /accreditation bodies
	5 (DOH, LMS, PHA, PHILHEALTH, CHO, Service Delivery Networks)	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	5
	Draft and review policies of VSU Hospital	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	1
	Review and signed payrolls; appointments; hazard and laundry, PRs and PO; and DTRs	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	150 documents reviewed and signed
	Attends monthly manpower meeting	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	Attended 4 manpower meeting
USHER MFO3: Health and Wellnes in the New Normal	Attended staff and employee for annual medical exam.	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	728

	Conduct non-communicable diseases, prevention and control activities	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	100%
	Conduct communicable diseases, prevention and control activities	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	100%
	Conduct staff and employees who came in for Entrance and annual medical examination	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	100%
	Conduct students who came in for consultation	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	100%
	Conduct, evaluated and referred students who came in for consultation but needs further management to higher center	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	100%
	Conduct staff, employees and their dependents who came in for consultation	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	100%
	Conduct, evaluated and referred students who came in for consultation but needs further management to higher center	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	100%
	Conduct outsider patients who came in for consultation	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	100%
	Attended required trainings	EJ.V.Yu	Jan – Apr 2024					
USHER MFO4: Public Health Services in the New Normal	Facilitated and conducted the sanitary inspection among food establishments, dormitories and housing units within the campus.	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	1



	Evaluated and recommended approval/disapproval of requests for work-from-home arrangement	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	100%
	Conduct in monitoring of returning residents quarantined in our facility quarantine	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	100%
	Facilitated the contact tracing of VSU's COVID-19 suspected, probable and confirmed cases.	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	100%
USHER MFO5: Rescue Services	Conduct in drafting the policy on emergency and rescue	EJ.V.Yu	Jan – Apr 2024	-	-	-	-	On-going
	Proposed, prepared and submitted the number of emergency and rescue team, rescue headquarters, evacuation center and equipment/machines and vehicles.	EJ.V.Yu	Jan – Apr 2024	-	-	-	-	On-going
	Hired and trained emergency and rescue personnel	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	Hired and trained 4 emergency and rescue personnel
USHER MFO7: Innovations in the New Normal	Formulate in drafting the hospital operations manual	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	1
	Maintained electronic database	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	1
	Formulate in drafting the hospital operations manual	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	1
	Telemedicine service established	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	1
	Submitted request training for Anti-Red Tape and Data Privacy	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	1

	Submitted proposal to construct concrete pavement with temporary tent	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	1
	Submitted proposal to construct waiting/processing area for dental, laboratory and X-ray for clients.	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	1
	Submitted proposal to construct safe medical records.	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	1
	Submitted proposal to construct a morgue	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	1
	Submitted proposal to construct a new counter for the records room, cashier and pharmacy.	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	1
	Submitted proposal to purchase new hospital equipment and supplies	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	1
	Submitted proposal for automatic sprinkler system was follow-up.	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	1
	Submitted proposal for the rewiring for the three-phase line Infirmary.	EJ.V.Yu	Jan – Apr 2024	/	/	/	/	1
<b>Vice President for Administration and Finance (May-June 2024)</b>								<b>as of June, 2024</b>
<b>UMFO 5: SUPPORT TO OPERATIONS</b>								
OVPAF MFO1: ISO aligned management and administrative support services	100% compliant to ISO standard	EJ.V.Yu dDRC	May – June 2024	/	/	/	/	100%
	Registered and revised OVPAF form/s	EJ.V.Yu dDRC	May – June 2024	/	/	/	/	2 OVPAF forms registered



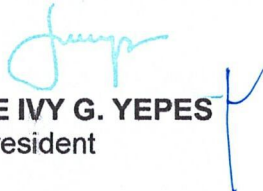
OVPAF MFO3: ARTA aligned compliance and reporting requirements	100% external clients served and rated at least very satisfactory or higher	EJ.V.Yu OVPAF Staff	May – June 2024	/	/	/	/	100%
Administrative Services and Management	Supervised and Monitored Offices/Units	EJ.V.Yu	May – June 2024	/	/	/	/	25 Offices supervised monitored
	Chaired and coordinated different committees	EJ.V.Yu	May – June 2024	/	/	/	/	Chaired 14 committees
	Presided meetings and prepare proposal as required for deliberation	EJ.V.Yu	May – June 2024	/	/	/	/	9 meetings, 1 proposal
	Participated trainings/seminar called by the higher authorities	EJ.V.Yu	May – June 2024	/	/	/	/	1
	Reviewed and Approved financial documents	EJ.V.Yu	May – June 2024	/	/	/	/	1,319 reviewed and approved documents
	Approved and Issued OVPAF Memorandum and Memorandum Circulars	EJ.V.Yu	May – June 2024	/	/	/	/	1 memo, 2 memo circulars
	Maintained linkages with external agencies	EJ.V.Yu	May – June 2024	/	/	/	/	37 external linkages develop/ maintained
Physical facilities development and maintenance	Monitored/coordinated different infrastructures	EJ.V.Yu MGBurlas	May – June 2024	/	/	/	/	15 infrastructures
	Inspected building and facilities for preventive and corrective maintenance	EJ.V.Yu MGBurlas PGalupo	May – June 2024	/	/	/	/	100% of scheduled maintenance inspected
	Coordinated and monitored repair and maintenance of light vehicles and heavy equipment programs	EJ.V.Yu MGBurlas	May – June 2024	/	/	/	/	100% of scheduled maintenance monitored

	Collected and disposed solid waste	EJ.V.Yu MGBurlas RTroyo	May – June 2024	/	/	/	/	100% collected and disposed
	Maintenance of laboratory instruments and equipment for preventive and corrective	EJ.V.Yu MGBurlas	May – June 2024	/	/	/	/	100% of scheduled maintenance works
	Maintained campus beautification and landscape	EJ.V.Yu MGBurlas RTroyo	May – June 2024	/	/	/	/	100% of scheduled campus landscape well-maintained
Financial Management Services	Documents release within 45 mins	EJ.V.Yu LCampac	May – June 2024	/	/	/	/	Document release in 30 mins
	Submitted annual budget proposal with supporting budget preparation forms	EJ.V.Yu LCampac	May – June 2024	/	/	/	/	100%
	Monitored Monthly, Quarterly, and Year-end Financial reports	EJ.V.Yu LCampac	May – June 2024	/	/	/	/	98%
Personnel Services and Management	Activities conducted in compliance to ISO requirements/alignment to QMS coordinated and monitored	EJ.V.Yu HSColis	May – June 2024	/	/	/	/	20 L & D activities
	Monitored Human Resource Management systems	EJ.V.Yu HSColis	May – June 2024	/	/	/	/	5 HRM systems
Medical and Dental Health Services	Monitored Medical-related services	EJ.V.Yu	May – June 2024	/	/	/	/	100%
	Monitored Dental-related services	EJ.V.Yu	May – June 2024	/	/	/	/	100%
	Responded all emergency calls	EJ.V.Yu	May – June 2024	/	/	/	/	100%
	Monitored/traced Public Health services in the new normal	EJ.V.Yu	May – June 2024	/	/	/	/	100%



Disaster and Risk Reduction Management Services	Conducted investigation and reported incidents	EJ.V.Yu JVAbela	May – June 2024	/	/	/	/	100%
	Responded all emergency calls	EJ.V.Yu JVAbela	May – June 2024	/	/	/	/	100%
Information and Communications Technology Management Services	Maintained system development, enhancement and debugging	EJ.V.Yu SOVillagonzal o	May – June 2024	/	/	/	/	100%
	Maintain established network infrastructure and internet connectivity	EJ.V.Yu SOVillagonzal o	May – June 2024	/	/	/	/	100%
	Implemented and continuously used systems	EJ.V.Yu SOVillagonzal o	May – June 2024	/	/	/	/	5 systems developed/ implemented
Support Services	Efficiently and effectively entertains clients promptly	EJ.V.Yu OVPAF Staff	May – June 2024	/	/	/	/	100%

Prepared by:

  
**PROSE IVY G. YEPES**  
 President

**PERFORMANCE MONITORING FORM**  
**(January – June 2024)**

Name of Employee: **ELWIN JAY V. YU**

<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
1	Monitors medical-related services	Monitored all Medical-related services	Jan. – June 2024	within Jan – June 2024	within Jan – Apr 2024	Impressive	Very satisfactory	
2	Monitors dental-related services	Monitored Dental-related services	Jan. – June 2024	within Jan – June 2024	within Jan – Apr 2024	Impressive	Very satisfactory	
3	Responds emergency calls	Responded all emergency calls	Jan. – June 2024	within Jan – June 2024	within Jan – Apr 2024	Impressive	Very satisfactory	
4	Traces and monitors public health services in the new normal	Monitored/traced Public Health services in the new normal	Jan. – June 2024	within Jan – June 2024	within Jan – Apr 2024	Impressive	Very satisfactory	
5	Supervises and monitors offices and units directly	Supervised and Monitored Offices/Units	May – Jun 2024	within May – June 2024	within May – June 2024	Impressive	Very satisfactory	
6	Chairs and Coordinates university committees	Chaired and coordinated different committees	May – Jun 2024	within May – June 2024	within May – June 2024	Impressive	Very satisfactory	
7	Conducts administrative meetings	Presided meetings and prepare proposal as required for deliberation	May – Jun 2024	within May – June 2024	within May – June 2024	Impressive	Very satisfactory	
8	Attends trainings/seminars called by higher authorities	Participated trainings/seminar called by the higher authorities	May – Jun 2024	within May – June 2024	within May – June 2024	Impressive	Very satisfactory	



9	Reviews and approves administrative and financial documents	Reviewed and Approved financial documents	May – Jun 2024	within May – June 2024	within May – June 2024	Impressive	Very satisfactory	
10	Reviews and Issue Memorandum and Memorandum Circular	Approved and Issued OVPAF Memorandum and Memorandum Circulars	May – Jun 2024	within May – June 2024	within May – June 2024	Impressive	Very satisfactory	
11	Maintains linkages with external agencies	Maintained linkages with external agencies	May – Jun 2024	within May – June 2024	within May – June 2024	Impressive	Very satisfactory	

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

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## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ELWIN JAY V. YU  
Performance Rating: January - June 2024

Aim: Development of capability to manage assets, manpower and personnel management

Proposed Interventions to Improve Performance:

Date: July 24, 2024 Target Date: January – June 2024

First Step: Attend to seminars on strategies and innovations to cope with administrative responsibilities.

Result: \_\_\_\_\_  
\_\_\_\_\_

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

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

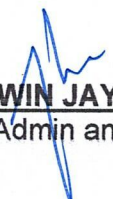
Outcome: \_\_\_\_\_

Final Step/Recommendation: \_\_\_\_\_

Prepared by:

  
**PROSE IVY G. YEPES**  
President

Conforme:

  
**ELWIN JAY V. YU**  
VP for Admin and Finance





**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: January to June 2024

Name of Staff: ELWIN JAY V. YU

Position: VP for Admin and Finance


**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
Score	Total 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:					

  
**PROSE IVY G. YEPES**  
 Immediate Supervisor