

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 (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.79	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.70	30%	1.40
TOTAL NUMERICAL RATING			4.80

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

Reviewed by:


JOIE PROCESO S. CAINTIC
Name of Staff


ELWIN JAY V. YU
Department/Office Head

Approved:


ELWIN JAY V. YU
Vice Pres. for Admin and Finance



OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (DPCR)

I, **JOIE PROCESO S. CAINTIC**, Administrative Aide - III of VSU - University Services for Health Emergency and Rescue Office (USHER) commits to deliver and agree to on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2024.

JOIE PROCESO S. CAINTIC
Administrative Aide III - USHER

7-30-24

ELWIN JAY V. YU, MD, MPH
Chief of Hospital I

8-2-24

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	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% compliant to standard	100%	5	5	5	5.00	
USHER MFO2: Administrative Support Management of Health Services	Efficient & customer-friendly frontline services	Zero complaint for every client served	Zero Complaint	0	5	5	5	5.00	
	Number of administrative functions	Follow up vouchers, replenishment, payroll, job request, intent letters, paper works, messengerial works, etc.	200	60	4	5	5	4.70	
	Number of equipment inspected	Check and maintain the fire extinguishers, smoke detector and emergency lamp, Operate Generator Set during power interruptions	220	60	5	4	5	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLI SHMENT	Rating				Remarks
					Q1	E2	T3	A4	
		Check and maintain of vehicle cleanliness and duty to completely inspect the vehicle and all the equipment so that the ambulance is ready for the next run	250	80	4	5	5	4.70	
USHER MFO3: Health and Wellnes in the New Normal	Number of injury/accident prevention activities conducted	Transport an injured individual to the hospital and assist the medical team in giving treatment	15	27	5	5	4	4.70	
	Number of request for medics/first aid granted	Assists as transport officer/first aider during events.	6	9	4	5	5	4.70	
	Number of health promotion activities conducted	Assisted during health promotion activities by Usher	6	3	5	4	5	4.70	
	Percentage of students who needs further evaluation and treatment referred to higher institution	To Conduct students who needs further management and evaluation to higher center	100%	100%	5	5	5	5.00	
	Percentage of staff, employees and their dependents who needs further evaluation and treatment referred to higher institution	Conduct the transfer of staff, employees ande their dependents who needs further evaluation and treatment reffered to higher institution	100%	100%	5	5	4	4.70	
	Number of DOH required trainings	Attended required training such as BLS & SFA	2	1	4	5	5	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLI SHMENT	Rating				Remarks
					Q1	E2	T3	A4	
USHER MFO4: Rescue Services	Number of approved emergency and rescue trainings attended	Attended approved Emergency and Rescue Trainings	1	1	4	5	5	4.70	
Total Over-all Rating					55	58	58	57.30	

Average Rating (Total Over-all rating divided by 31)		4.78
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations

for Development Purposes:

*Attend DOT Training
Skills seminar about safety
driving, etc.*

Evaluated and Rated by

ELWIN JAY V. YU, MD, MPH

Chief of Hospital I

Date: 8-2-24

1 - quality

2 - efficiency

3 - timeliness

Approved by:

ELWIN JAY V. YU, MD, MPH

Vice President for Admin and Finance

Date: 8-2-24

4 - average

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: UNIVERSITY HEALTH SERVICES

Head of Office: ELWIN JAY V. YU, MD, MPH

Number of Personnel: 33

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

Activity Monitoring	MECHANISM				Remarks
	Meeting		M e m o	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Target Setting OPCR; OTP; SWOT & ROAM Jan. 9, 2024			Preparation of OPCR; OTP; SWOT & ROAM
		Meeting about the form revision Jan. 1, 2024			Form Revision
		Meeting about the schedule of Medical Examination Jan. 25, 2024			Schedule of Medical Examination AY 2024-2025
		Meeting about the entrance and annual examination Jan. 31, 2024			Schedule meeting about the entrance and annual examination.
		Meeting about the annual health facility etcs March 19, 2024			Annual Health Facility and Statistical Report Financial report 2023 IHOMP 2023 Report
		All Watchman and Utility Meeting March 25, 2024			Disciplinary Action and Demerit System Cleaning System
		Goodwill games 2024; Open water and Aquathlon; April 2, 2024			Schedule of Medics for VSU Centennial Anniversary; Supplies and Equipment of medics and other matters.
		Costumer feedback report April 8, 2024			Costumer feedback for the month of January, and February, 2024
		HRIS MEETING June 3, 2024			Feedback about the HRIS Training held in DOH Tacloban .
		MANCOM MEETING June 27, 2024			Mancom Meeting
Coaching					

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

Conducted by:

Noted by:

ELWIN JAY V. YU, MD, MPH
Immediate Supervisor

ELWIN JAY V. YU, MD, MPH
Next Higher Supervisor

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 2024

Target Date: June 2024

First Step: Sent for Training in BLS and Safety Driving

Result: BLS trained and Safe Driving of Ambulance

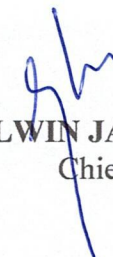
Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


ELWIN JAY V. YU, MD, MPH
Chief of Hospital I

Conforme:


JOIE PROCESO S. CAINTIC



Instrument for Performance Effectiveness of Administrative Staff

Annex O

Rating Period: January – June, 2024

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

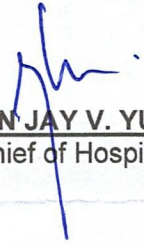
A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits 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		54				
Score						

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		4.5				

Overall recommendation : _____


ELWIN JAY V. YU, MD, MPH
 Chief of Hospital I

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.