

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **ARNEL G. DORON**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.85	70%	3.39
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	30%	1.39
TOTAL NUMERICAL RATING			4.78

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

4.78

4.78

Outstanding

Prepared by:

ARNEL G. DORON
Name of Staff

Reviewed by:

ELWIN JAY V. YU
Department/Office Head

Approved:

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



**UNIVERSITY SERVICES FOR HEALTH,
EMERGENCY AND RESCUE (USHER)**

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FM-VSU-03
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No. 24-47

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ARNEL DORON, Administrative Aide III of VSU - University Services for Health Emergency and Rescue Office (USHER) commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January to June, 2024


ARNEL D. DORON
Admin Aide III - USHER

July to Dec

ELWIN JAY V. YU, MD, MPH
Chief of Hospital I 1-10-25

MFO/PAPs	Success Indicator	Task Assigned	Target	Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
USHER MFO1: Aligned Health Services	Percentage compliant of process under ISO standard	Implementation 5's concept in the workplace	100%	100%	5	5	5	5.00	
		Ensure that all medical and clinical instruments/machine/equipment properly maintain and calibrated periodically	100%	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	Zero Complaint	5	5	5	5.00	
	Client- Centered Services	Zero complaint for every client served.	Zero Complaint	Zero Complaint	5	4	5	4.70	
	Number of administrative functions	Ensure time and courteous action on all patients needs	100%	100%	5	5	4	4.70	
		Provide efficient and customer friendly service and allow them to give feedbacks to ensure client satisfaction	100%	100%	5	4	5	4.70	
	Number of rooms cleaned and disinfected	Proper cleaning and disinfecting of the Triage, Non-arid OPD and ER, ARID OPD and ER department	660	330	5	5	4	4.70	
	Number of times segregated garbage disposed	Proper disposal of segregated garbage every tour of duty	100%	100	5	4	5	4.70	
	Number of appliances cleaned and disinfected	Proper cleaning of ceiling fan, electric fan, aircon	528	350	5	4	5	4.70	

MFO/PAPs	Success Indicator	Task Assigned	Target	Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of documents followed up.	Does messengerial job and follow up the payrolls and other documents.	300	100	5	5	4	4.70	
	Number of offices, wards, pantry,kitchen,comfort rooms and equipment cleaned and maintained.	Maintain cleanliness & orderliness of the entire hospital (offices & wards), equipment and the area assigned.	1200	600	5	5	5	5.00	
	Percentage of patients assisted at the OPD, Ward and ER.	Acts as an Institutional Worker by facilitating patients at the OPD, Ward and ER (transport of patients & bedmaking).	100%	100	5	5	5	5.00	
	Percentage of hospital waste disposed.	Dispose the garbage properly every shift or every tour of duty.	100%	100	5	5	5	5.00	
	Percentage of indoor/outdoor plants maintained.	Watering, weeding and planting of ornamental / flowering plants and trees.	100%	100	5	5	5	5.00	
	Number of purchase request submitted.	Prompt and timely submission of the purchase request.	96	100	5	5	4	4.70	
	Number of Daily Sales remitted to Cash Division.	Remittance of the Daily Sales of VSU Hospital.	240	100	5	5	5	5.00	
Total Over-all Rating					80	76	76	78	

Average Rating (Total Over-all rating divided by 31)		4.85
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes:
Attend workshops training related to his job.

Evaluated and Rated by

ELWIN JAY V. YU, MD, MPH

Chief of Hospital I

Date: _____

Approved by:

ELWIN JAY V. YU, MD, MPH

Vice President for Admin and Finance

Date: _____

1 - quality

2 - efficiency

3 - timeliness

4 - average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: UNIVERSITY HEALTH SERVICES

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


Number of Personnel: 33

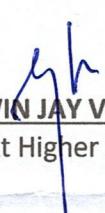
Activity Monitoring	MECHANISM				Remarks
	Meeting		M e m o	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Daily & monthly census on 7-20-2024			Meeting on daily and monthly census on nursing service
		Clinical services section head meeting. August 20, 2024			DOH Compliance and Other Matters
		Nurses and nursing attendant monthly meeting. September 15, 2024			Schedule of duties; Calibration and Maintenance
		ManCom Staff Meeting. Sept. 16 and 17, 2024			Costumer feedback report (Mar, Apr, May, June, 2024); OTHER MATTERS
		Meeting. November 29, 2024			HIV Fun Run Activity
		MANCOM MEETING December 5, 2024			MONTHLY REPORTING: Financial Matters; Admin Matters; Clinical Matters; Compliance to regulatory. UPDATE OF INVENTORY EQUIPMENT & SUPPLIES (Medical and Office Supplies) COSTUMER FEEDBACK REPORT; OTHER MATTERS
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: DORON, Arnel G.

Performance Rating: OUTSTANDING

Aim: To maintain efficiency in maintenance of cleanliness in or around the hospital

Proposed Interventions to Improve Performance:

Date: July 2024 Target Date: December 2024

First Step: Encourage leadership to other IWs in performance of the task at hand.

Result: Regular communication and checking of work-output that resulted to improved performance

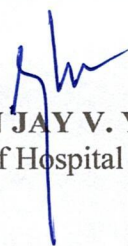
Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


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

Conforme:


ARNEL G. DORON



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER, 2024

Name of Staff: ARNEL G. DORON 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

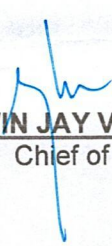
A. Commitment (both for subordinates and supervisors)	Scale				
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2. Makes self-available to clients even beyond official time	5	4	3	2	1
3. Submits 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
Score	Total 56				
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	4.66				

Overall recommendation : _____


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

