



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MERRY CHRIST'L S. GUINOCOR**


| 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/Heads assessment of his contribution towards attainment of office accomplishments | 4.75 | 0.30 | 1.42 |
| TOTAL NUMERICAL RATING | | | 4.82 |

TOTAL NUMERICAL RATING: _____
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Prepared by:

Reviewed by:


MERRY CHRIST'L S. GUINOCOR
Name of Staff


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

Recommending Approval:


REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance

Approved:


REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Dr. Merry Christ'l S. Guinocor**, Medical Officer III of the VSU Hospital 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, 2020.

dsqum
MERRY CHRIST'L S. GUINOCOR, M.D.
 Medical Officer III

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

| MFO/PAP's | Success Indicator | Task Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|---|---|--|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| UMFO 6: General Administrative and Support Services | | | | | | | | | |
| VPAF MFO8: University Health Services and Management | | | | | | | | | |
| UHSMFO 1: ISO Aligned Health Services | Percentage compliant of process under ISO standard | 100% compliant to ISO standard | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| UHSMFO 2: Administrative Support Management & Health Services | Client-Centered Services | Zero complaints for every client served | 0 | 0 | 5 | 5 | 5 | 5.00 | |
| | No. of hospital policies drafted & reviewed | Draft and review policies for VSU Hospital | 5 | 10 | 5 | 5 | 4 | 4.70 | |
| | Attend as representative in administrative meeting as needed | Attend meeting as needed | 5 | 4 | 5 | 4 | 5 | 4.70 | |
| | No. of Payrolls reviewed & signed | Review and sign payrolls | 15 | 8 | 5 | 5 | 4 | 4.70 | |
| | No. of Standard Government Forms reviewed & signed | Review and sign standard government forms | 15 | 8 | 5 | 4 | 5 | 4.70 | |
| | Timely, courteous and quality provision of impatient, outpatient and emergency services | Patient seen and examined with 10 minutes | 900 | 1220 | 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 | 80 | 98 | 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 | 900 | 703 | 5 | 5 | 5 | 5.00 | |
| UHSMFO 3: Preventive Health Services | Number of prevention and control of communicable disease activities conducted (respiratory diseases, gastrointestinal diseases, genitourinary diseases, vector-borne diseases, food and water-borne diseases, animal bite, adolescent sexual and reproductive health, vaccination/immunization) | Facilitate the conduct of activities pertaining to prevention and control of communicable diseases | 2 | 1 | 4 | 5 | 5 | 4.70 | |
| | Number of health promotion activities conducted | Facilitate the conduct of health promotion activities | 2 | 1 | 5 | 5 | 5 | 5.00 | |
| | Number of Mental Health awareness activities conducted | Facilitate the conduct of mental health awareness activities | 2 | 1 | 5 | 5 | 5 | 5.00 | |
| | Percentage of students examined for pre-participation sports evaluation | Conduct physical & mental examination of pre-participation sports evaluation | 1 | 0 | | | | | non-compliance due to COVID- |
| | Percentage of entrance/pre-employment and periodic (regular) health assessment conducted to faculty, staff and students | Conduct entrance/pre-employment for faculty, staff and students | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| UHSMFO 5: Environmental Health and Sanitation Services | Number of Sanitary inspection of food establishments, dormitories, housing units, public accommodations and other public places for leisure within the campus conducted | Conduct inspection of food establishment, dormitories, housing units and other public places. | 2 | 1 | 4 | 5 | 5 | 4.70 | |
| Innovations | Number of Waste management policies proposed | Formulate water waste management policies | 1 | 1 | 5 | 4 | 5 | 4.70 | |
| | Number of Manual/Primer for Health services produced (Health Services availment and procedures) | Facilitate formulation of manual/primer for health services | 1 | 1 | 4 | 5 | 5 | 4.70 | |
| | Schedule annual medical examination for continuing students outside of the enrollment period | Facilitate schedule of annual medical examination for continuing students outside of the enrollment period | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | | | | | | | | | |


| | | | | | | | | | |
|------------------------------|--|--|---|---|----|----|----|-------|--|
| | Schedule annual health assesment for faculty and staff outside of the schedule of students | Facilitate schedule of annual health assessment for faculty and staff outside of the enrollment period | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| | New system implemented | Facilitate the new system implemented. | 1 | 1 | 5 | 5 | 4 | 4.70 | |
| Total Over-all Rating | | | | | 92 | 92 | 92 | 92.30 | |

| | | | |
|---|--|--|-------------|
| Average Rating (Total Over-all rating divided by 31) | | | 4.86 |
| Additional Points: | | | |
| Approved Additional points (with copy of approval) | | | |
| FINAL RATING | | | 4.86 |
| ADJECTIVAL RATING | | | |

Comments & Recommendations for Development Purposes:


- Stay informed about Clinical Practice Guidelines.
- Attend related workshops & training courses.

Evaluated and Rated by




ELWIN JAY V. YU, M.D.
Chief of Hospital I
Date: 9-30-2020

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 - effieciency

3 - timeliness

4 - average



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2020

Name of Staff: MERRY CHRIST'L S. GUINOCOR Position: Medical Officer 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.

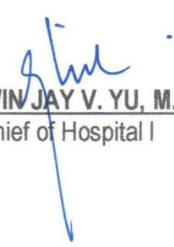
| Scale | Descriptive Rating | Qualitative Description |
|-------|--------------------|---|
| 5 | Outstanding | The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model |
| 4 | Very Satisfactory | 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 Score | | 57 | | | | |



| 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 | 4.75 | | | | |

Overall recommendation : _____


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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GUINOCOR, Merry Christ'l S.

Performance Rating: OUTSTANDING

Aim: Enhance and maintain professional skills in the practice of Pediatrician

Proposed Interventions to Improve Performance:

Date: January 2020 Target Date: June 2020

First Step: Encourage to attend PPS Convention

Result: Able to update knowledge and inquire management of pediatric patients

Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


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

Conforme:


MERRY CHRIST'L S. GUINOCOR, M.D.