

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

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

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.80	0.70	3.36
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	0.30	1.44
TOTAL NUMERICAL RATING			4.80

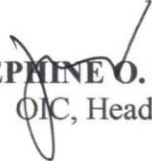
TOTAL NUMERICAL RATING: _____
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Prepared by:

Reviewed by:


MERRY CHRIST'L S. GUINOCOR
Name of Staff


JOSEPHINE O. ZAFICO
OIC, Head

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:


EDGARDO E. TULIN
President

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 accomplishments in accordance with the indicated measures for the period July - December, 2017

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

JOSEPHINE O. ZAFICO, M.D.
OIC, Univ. Health Services Office

MFO/PAP's		Success Indicator	Task Assigned	Target	Accomplish ment	Rating				Remar
						Q1	E2	T3	A4	
UMFO 5: General Administrative and Support Services										
VPAF MFO4: University Health Services and Management										
	PI.1 No. of Medical examination conducted on school entrants (College and High school Freshmen & Transferees to VSU)	Conduct medical examination of incoming freshmen & transferees. This entails history taking, physical examination, request/review of lab. Ancillary procedure; prescription of necessary drug/medicine. Accomplishment of record & forms.	125	249	5	5	5	5	5.00	
	PI. 2 No. of Annual medical examination for continuing students and VSU staff and faculty	Conduct medical examination of students, employees and other clients requiring such service. This entails history taking, physical examination, request/review of lab. Ancillary procedure; prescription of necessary drug/medicine. Accomplishment of record & forms.	1500	2291	5	5	5	5	5.00	
	PI.3 No. of outpatient consultations to VSU students, staff, faculty and their dependents including other patients coming from nearby communities	Conducts outpatients consultation to patients which entails history taking, physical examination, request/review of lab. Ancillary procedure; prescription of necessary drug/medicine. Accomplishment of record & forms.	1500	4150	5	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	1500	2000	5	5	5	5	5.00
	No. of referrals made	Conduct outpatient consult or in-patient medical management then make proper referral to higher facilities as needed	15	31	5	4	5	4.70	
	No. of admitted patients provided with primary care hospital services	Conducts consultation and examination and subsequently give proper medical care while patient is admitted in the hospital This entails history taking, physical examination, request/review of lab. Ancillary procedure; prescription of necessary drug/medicine, follow-up. Accomplishment of record and forms.	50	105	4	5	5	4.70	
MFO 2: HEALTH PROMOTION/ WELLNESS ACTIVITIES	PI. 1 No. of health promotion & education activities planned	Conduct planning activities with nurses and support staff regarding health promotion	2	2	5	4	5	4.70	
	PI.2 No. of health fora conducted for VSU students, faculty & staff and nearby communities	Conduct forum and serve as resource speaker for the different health promotion and health education activities	2	2	5	5	5	5.00	
	PI.3 No. of Wellness Activities conducted	Plan and conduct activities geared towards supporting the wellness program of VSU Hospital	1	3	5	5	5	5.00	
MFO 3: ADMINISTRATIVE AND SUPPORT SERVICES	PI.4 No. of planning activities for environmental health and sanitation program conducted	Conduct planning activities with nurses and support staff regarding environmental health and sanitation program	1	1	5	5	4	4.70	
	PI.5 No. of lectures conducted for VSU staff for continuing medical education	Conduct lectures for VSU staff to promote continuing medical education	1	1	5	4	5	4.70	
	PI. 1 No. of hospital policies drafted & reviewed	Draft and review policies for VSU Hospital	1	1	4	5	4	4.33	
	PI.2 Attend as representative in administrative meeting as needed	Attend meeting as needed	1	1	5	4	5	4.70	
	PI.3 No. of Payrolls reviewed & signed	Review and sign payrolls	15	36	5	5	4	4.70	

	PI. 4 No. of Standard Government Forms reviewed & signed	Review and sign standard government forms	2	4	5	4	5	4	5	4.70	
Total Over-all Rating							73	70	72	71.93	
Average Rating							146	140	144	144	

Average Rating (Total Over-all rating divided by 31)		4.80
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations:
Development Purposes:

Received by:

TERESITA L. QUIÑANOLA
PRPEO

Calibrated by:

REMBERTO A. PATINDOL
Chairman, PMT

Recommending Approval:

REMBERTO A. PATINDOL
Vice President for Finance

Approved by:

EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DEC, 2017

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		58				

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	4.83				

Overall recommendation : _____


JOSEPHINE O. ZAFICO, M.D.
OIC - Head