

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **HERMILA P. CHIONG**

| Particulars (1) | Numerical Rating (2) | Percentage Weight 70% (3) | Equivalent Numerical Rating (2x3) |
|---|-------------------------|---------------------------------|---|
| 1. Numerical Rating per IPCR | 4.74 | 0.70 | 3.32 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.75 | 0.30 | 1.42 |
| TOTAL NUMERICAL RATING | | | 4.74 |

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Prepared by:

Reviewed by:

HERMILA P. CHIONG
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

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Hermila P. Chiong**, Medical Technologist II 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 - June, 2019

HERMILA P. CHIONG
Medical Technologist II

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

| MFO/PAPs | Success Indicator | Task Assigned | Target | Actual Accomplishment | Rating | | | | Re marks |
|---|---|-------------------------------------|--------|-----------------------|----------------|----------------|----------------|----------------|----------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| UMFO 6: General Administration and Support Services | | | | | | | | | |
| OVPAF MFO8: University Health Services and Management | | | | | | | | | |
| MFO1: | | | | | | | | | |
| Administrative and Support Service Management | Client-Centered Services | Zero complaints for every patient | 0 | 0 | 5 | 5 | 5 | 5.00 | |
| | Number of section and personnel directly supervised | One staff directly supervised | 1 | 1 | 5 | 5 | 5 | 5.00 | |
| Maintenance of working area | laboratory room maintained and expected as to its safety, | Routine clean-up of Laboratory Room | 175 | 350 | 5 | 4 | 5 | 4.70 | |
| | done and appropriate replenishment is made | supplies for replenishment & APP | 5 | 12 | 4 | 5 | 4 | 4.33 | |
| Proper maintenance of Laboratory Record | No. of reports prepared | Annual Report Accomplishment | 6 | 10 | 4 | 5 | 4 | 4.33 | |

| | | | | | | | | | |
|---|--|---------------------------------------|------|------|-----------|-----------|-----------|-----------|--|
| MFO2: | | | | | | | | | |
| Efficient and responsive x-ray and laboratory services | Specimens collected within 5 minutes and results issued with the schedule of results releasing | Performance of laboratory procedures: | | | | | | | |
| | | CBC | 1500 | 3343 | 5 | 5 | 5 | 5.00 | |
| | | Urinalysis | 800 | 1215 | 5 | 5 | 5 | 5.00 | |
| | | Fecalysis | 120 | 351 | 5 | 4 | 5 | 4.70 | |
| | | CBS | 15 | 26 | 4 | 5 | 4 | 4.33 | |
| | | Pregnancy Test | 40 | 70 | 5 | 4 | 5 | 4.70 | |
| | | Blood Typing | 25 | 40 | 5 | 5 | 5 | 5.00 | |
| Total Over-all Rating | | | | | 52 | 52 | 52 | 52 | |
| Average Rating | | | | | | | | | |

| | | |
|---|--|-------------|
| Average Rating (Total Over-all rating divided by 31) | | 4.74 |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| FINAL RATING | | |
| ADJECTIVAL RATING | | |

Comments & Recommendations for Development Purposes:

update on laboratory management
attend in-lab training
Seminars

Evaluated and Rated by

ELWIN JAY V. YU, M.D.

Chief of Hospital I

Date: _____

Recommending Approval:

REMBERTO A. PATINDOL

lead and VP for Admin and Finance

Date: _____

Approved by:

REMBERTO A. PATINDOL

Vice President for Admin and Finance

Date: _____

1 - quality

2 - efficiency

3 - timeliness

4 - average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2019Name of Staff: HERMILA P. CHIONG Position: Medical Technology II

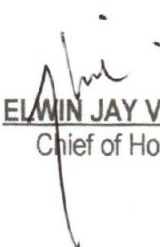
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

| 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: CHIONG, Hermila P.

Performance Rating: OUTSTANDING

Aim: To enhance knowledge and develop skills in parasitology and microorganism
Encourage to maintain efficient laboratory management.

Proposed Interventions to Improve Performance:

Date: January 2019 Target Date: June 2019

First Step: Sent for training on Microorganism and Parasitology

Result: Able to enhance knowledge and skills in parasitology and microorganism

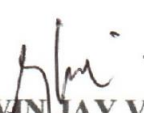
Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


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

Conforme:


HERMILA P. CHIONG