



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 (3)	Equivalent Numerical Rating (2x3)
3. Numerical Rating per IPCR	4.86	70%	3.40
4. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.90	30%	1.47
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: _____

Prepared by: _____

MERRY CHRIST'L S. GUINOCOR

Name of Staff

Reviewed by: _____

ELWIN JAY V. YU,

Department/Office Head

Recommending Approval: _____

DANIEL LESLIE S. TAN

Vice Pres. for Admin and Finance

Approved: _____

DANIEL LESLIE S. TAN

Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, DR. MERRY CHRIST'L S. GUINOCOR, Medical Officer III of VSU - USHER commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January - June, 2022

MERRY CHRIST'L S. GUINOCOR

Medical Officer III- USHER

ELWIN JAY V. YU, M.D.

Chief of Hospital I

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%	100%	5	5	5	5.00	
USHER MFO2: Administrative Support Management of Health	Efficient & customer-friendly frontline services	Zero complaint for every client served	0	0	5	5	5	5.00	
		Ensure attendance of clinical services personnel to trainings on: (1) RA No. 11032 (Ease of Doing Buiseness and Efficient Government Service Delivery Act of 2018) (2) Data Privacy Act	100%	100%	5	5	5	5.00	
	Number of clinical services personnel supervised (ER,lab,xray,MR and PHIC,IT)	conduct of regular clinical services staff meeting.	9	5	5	5	5	5.00	
		ensure a smooth implementation of hospital processes.	100%	100%	5	5	5	5.00	
		Ensure maintenance of hospital cleanliness as well as proper waste segregation, storage and disposal.	100%	100%	5	5	5	5.00	
		Ensure timely submission of required reports from respective section heads.	100%	100%	5	5	5	5.00	set deadline for submission of report
		Facilitate and coordinate with staff in charge in the renewal of license to operate and accreditation by other accrediting agencies	100%	100%	5	5	5	5.00	DOH,PHIC,PHA,FDA,ENR,ISO,AACUP

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLI SHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Propose clinical service staff development	1	1	5	5	5	5.00	included in the Calendar of activities and programs for 2022
	Hospital supplies and instruments are available at all times	Conduct monthly inventory of hospital supplies (Emergency room, ward, OPD, delivery room) and subsequently request for replacement if necessary.	9	4	5	5	5	5.00	started March 2022 thru Google spreadsheet and request submitted to
		Ensure sterility of surgical instruments and other supplies.	100%	100%	4	5	5	4.70	set schedule to autoclave supplies and instruments
	Committee membership	Perform functions on various committees assigned.	100%	100%	5	4	5	4.70	attends meetings and comply tasks assigned
	Performs function of the Head of Office	Officer in charge	100%	100%	5	5	5	5.00	
USHER MFO3: Health and wellness	Number of injury/accident prevention activities conducted	propose and coordinate with OSH committee on injury and accident prevention program in the university.	1	1	5	5	5	5.00	submitted Jan-June report for work related injuries with recommendation to COH
	Number of Communicable diseases Prevention and control activities conducted	Facilitate and coordinate with Public Health unit in the implementation of Health Programs/Activities		3	5	5	5	5.00	target based from OPCR
	Number of Reproductive and maternal and child activities	Facilitate and coordinate with Public Health unit in the implementation of Health Programs/Activities		3	5	5	5	5.00	target based from OPCR
	Number of NCD Prevention and control activities conducted	Facilitate and coordinate with Public health unit, HR and Office of the guidance and counselling for the implementation of NCD activities and Mental Health Program in the university respectively.		2	5	5	4	4.70	target based from OPCR

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Percentage of staff and employees attended for Entrance Medical Examination	conduct entrance medical examination for staff and employees	100%	100%	5	5	5	5.00	
	Percentage of staff and employees attended for Annual medical examination	conduct regular periodic examination for employees	100%	100%	5	4	5	4.70	
	Percentage of students who seek consult and given medical/dental treatment	conduct consultation and treatment of students	100%	100%	4	5	5	4.70	
	Percentage of students needing further evaluation and treatment attended to and referred to higher institution	Attend, evaluate, and refer students to higher centers for further work-up and management	100%	100%	5	4	5	4.70	
	Percentage of staff, employees and their dependents who seek consult and given medical/dental treatment	Attend to staff, employees and their dependents who came in for consultation	100%	100%	5	5	5	5.00	
	Percentage of staff, employees and their dependents needing further evaluation and treatment referred to higher center	Attend, evaluate, and refer staff, employees, and their dependents to higher center for further work-up and management	100%	100%	5	5	5	5.00	
	Percentage of outsiders who seek consult and given medical/dental treatment	Attend to outsiders who came in for consultation	100%	100%	5	5	5	5.00	
	Number of hospital policies proposed	Propose new hospital policy as the need arises.	1	1	4	5	5	4.70	IPC
	Percentage of COVID-19 related cases attended	coordinate with public health unit in the implementation of COVID-19 related activities.	100%	100%	5	5	4	4.70	
		Propose infection control guidelines and equipment	one	one	5	4	5	4.70	submitted to COH
		ensure compliance of COVID-19 related protocols in the hospital setting.	100%	100%	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLI	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of health protocols updated and recommended for approval by the Chief of Hospital	recommend/update health protocol/guidelines in the clinical setting.	1	1 draft	5	4	5	4.70	still waiting for updates from CDC,DOH and PSMID
	Number of Sanitary inspection of food establishments, dormitories, and housing units within the campus conducted	coordinate tih Public unit to ensure compliance by all business establishment in the university on updated health protocols.	2	1	4	5	5	4.70	VSU pavillion and guest house
	Number of COVID-19 advisory drafted and submitted to the Chief of Hospital	coordinate with Public health unit to continually submit updated COVID-19 advisories to the COH	4	1	4	5	5	4.70	
	Number of monthly reports with recommendations submitted to COH	submit monthly report and recommendations based on the Top leading morbidities in USHER to COH	8	2	5	4	5	4.70	started April, submitted April and May to COH
	Percentage of employees with symptoms related to COVID-19 identified, monitored, and endorsed to City Health Operation Center.	attend and manage employees with symptoms related to COVID-19 disease.	100%	100%	4	5	5	4.70	
USHER MFO7: INNOVATIONS	New system implemented	ensure utilization and proper maintenance of the hospital management system being implemented by USHER	1	1	5	5	5	5.00	
	Telemedicine practice in USHER	Propose and implement a telemedicine services	1	1 draft and for submission to COH	5	5	4	4.70	
	Continuing Medical Education	conduct monthly audit on the 10 leading causes of Morbidity and propose a topic for discussion.	14	10	4	5	5	4.70	6 monthly reports/1 BLS inhouse/3 reporting of selected topic

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLI	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	VSU Health data base established	Facilitate and coordinate with Public health unit in the conduct of health data base survey in the VSU community.	4 (1 per quadrant)	planning stage	5	4	5	4.70	
	Motivated and Healthy clinical services personnel	Propose breaks, mental health and other activities that will promote worklife balance.	1	1	4	5	5	4.70	submitted and apporved by COH a 1 day break in celebration for Health workers day
Total Over-all Rating					182	183	187	184.60	

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

Comments & Recommendations for Development Purposes: <i>-Updated about clinical practices guideline</i> <i>-Attend related workshops and training courses.</i>

Evaluated and Rated by

Recommending Approval:

Approved by:

ELWIN JAY V. YU, M.D.

DANIEL LESLIE S. TAN

DANIEL LESLIE S. TAN

Chief of Hospital I

Head and VP for Admin and Finance

Vice President for Admin and Finance

Date: 9-5-22

Date: _____

Date: _____

1 - quality

2 - effieciency

3 - timeliness

4 - average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2022

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

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

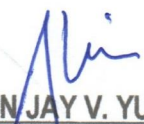
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V0 11-12-2021

No. 009-142

Total 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		59				
Average Score		4.90				

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 2022 Target Date: June 2022

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.