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	4.75	0.30	1.43
	4.79		

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:		
ADJECTIVAL RATING:		
Prepared by:	Reviewed by:	
MERRY CHRIST'L S. GUINOCOI Name of Staff	R	JOSEPHINE O. ZAFICO OIC, Head
Recommending Approval:	THE STATE OF THE S	
REM	ABERTO A. PA	TINDOL

Approved:

REMBERTO A PATINDOL
Vice Pres. for Admin and Finance

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 deliver and agree to be agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2018

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

Medical Officer III

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

				Accomplishm		Ra	ating		
MFO/PAP's	. Success Indicator	Task Assigned	Target	ent	Q1	E2	T3	A4	Remarks
UMFO 5: General Administra									
VPAF MFO4: University	lealth Services and Management								
	PI.1 No. of Medical examination	Conduct medical examination of incoming freshmen							
	conducted on school entrance (College	& transferees. This entails history taking, physical							
	and High school Freshmen & Transferees	examination, request/review of lab. Ancillary	1000	1240	_	-	_	F 00	
	to VSU)	procedure; prescription of necessary drug/medicine.	1000	1349	5	5.	5	5.00	
		Accomplishment of record & forms.							
	Pl. 2 No. of Annual medical examination	Conduct medical examination of students,							
	for continuing students and VSU staff and	employees and other clients requiring such service.							
	faculty	This entails history taking, physical examination,							
		request/review of lab. Ancillary procedure;	250	594	5	5	5	5.00	
		prescription of necessary drug/medicine.							
		Accomplishment of record & forms.							
<u> </u>	PI.3 No. of outpatient consultations to VSU	Conducts outpatients consultation to patients which							
	students, staff, faculty and their	entails history taking, physical examination,							
	dependents including other patients	request/review of lab. Ancillary procedure;							
	coming from nearby communities	prescription of necessary drug/medicine.	1500	3605	5	5	5	5.00	
	Coming from flearby communities	Accomplishment of record & forms.							
		Accomplishment of record & forms.							
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7/	No. of medical certificates issued	Conduct proper physical examination story taking and give needed medical intervention as needed or review medical record and issue the proper certificate	900	1200	5	5	5	5.00	
	No. of referrals made	Conduct outpatient consult or in-paitent medical management then make proper referral to higher facilities as needed	4	6	5	5	5	5.00	
	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. Accomplishement of record and forms.	50	110	5	5	5	5.00	
MFO 2: HEALTH PROMOTION/WELLNESS	PI. 1 No. of health promotion & education activities planned	Conduct planning activities with nurses and support staff regarding health promotion	1	3	5	5	4	4.70	
ACTIVITIES	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	1	3	5	4	5	4.70	dydd yngaethiol y gaellan y gyfriaith y gy
	PI.3 No. of Wellness Activities conducted	Plan and conduct activities geared towards supporting the wellness program of VSU Hospital	1	2	4	5	. 5	4.70	
	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	Žį	5	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	2	5	4	5	4.70	
MFO 3: ADMINISTRATIVE AND SUPPORT SERVICES	Pl. 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	Τ .	10			-	4.70	
₩)			8	10	3	4		4.70	
	PI. 4 No. of Standard Government Forms reviewed & signed	Review and sign standard government forms	4	8	4	5	5	4.70	
Total Over-all Rating					72	70	73	72	
Average Rating									
Average Rating (Total Over-all rating divided by 31)				4.80		Comments & Recomm			mmendati
					1	Devel	opme	ent Purp	oses:
Additional Points:				,	1	channet a course of and of and of the in medical ort there is convertions, similar trains			inherd
Punctuality					1 1				ni
Approved Additional points (with copy of approval)				,		, A	al	INT HA	int afferte
FINAL RATING				, , , , , , , , , , , , , , , , , , , ,	1 .	Cinch	nton	s com	ens 6
ADJECTIVAL RATING				,	1 W	t	can	×1	
					- 1				

Evaluated and Rated by

OSEPHINE O. ZAFICO, M.D.

OIC, Univ. Health Services Office

Date:___

1 - quality

2 - effieciency

3 - timeless

4 - average

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: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>January - June 2018</u>

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.

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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)		(Scal	е	
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	(3)	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	E	7			

1	Leadership & Management (For supervisors only to be rated by higher supervisor)		∋					
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	Z	$t \cdot i$	75				

Overall recommendation	

JOSEPHINE O. ZĂFICO, M.D.
OIC - Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: GUINOCOR, Merry Christ'l S. Performance Rating: OUTSTANDING	
Aim: Enhance and maintain professional skills in the gratic of	Ped
Proposed Interventions to Improve Performance:	
Date: January 2018 Target Date: June 2018	
First Step: . Energy to allow MS Conver	
Result: Hel to update june lely and injure mange but ped'ablic passent	
Date: Target Date:	
Next Step:	
Outcome:	
Final Step/Recommendation:	
Prepared by:	
JOSEPHINE OZAFICO, M.D. OIC, VSU - HOSPITAL Conforme:	
MERRY CHRIST'L S. GUINOCOR, M.D.	