

**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	4.78	0.70	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	0.30	1.40
TOTAL NUMERICAL RATING			4.75

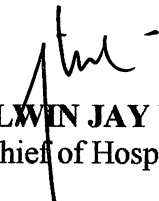
TOTAL NUMERICAL RATING: _____
 Add: Additional Approved Points, if any: _____
 TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Prepared by:


HERMILA P. CHIONG
 Name of Staff

Reviewed by:


ELWIN JAY V. YU
 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, **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 July to December, 2018


HERMILA P. CHIONG
 Medical Technologist II

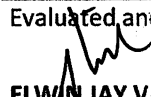

ELWIN JAY V. YU, M.D.
 Chief of Hospital I

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	250	400	5	4	5	4.70	
	No. of times inventory of supplies is done and appropriate replenishment is made	Checking of laboratory supplies for replenishment & APP	5	11	5	5	4	4.70	
Proper maintenance of Laboratory Record	Laboratory record maintained	Number of laboratory record maintained	8	8	4	5	7	4.33	

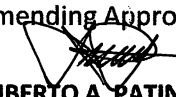
Monthly Report	No. of reports prepared	Report preparation for Annual Report Accomplishment	6	6	5	5	4	4.70
MFO2:								
Efficient and responsive x-ray and laboratory services	Specimens collected within 5 minutes and results issued with the schedule of results releasing	Performance of laboratory procedures:						
		CBC	450	1170	5	5	5	5.00
		Urinalysis	250	400	5	5	5	5.00
		Fecalysis	75	205	5	4	5	4.70
		Platelet count	30	150	5	5	5	5.00
		CBS	15	50	4	5	4	4.33
		Pregnancy Test	40	101	5	4	5	4.70
		Blood Typing	25	40	5	5	5	5.00
Total Over-all Rating					63	62	64	62
Average Rating								

Average Rating (Total Over-all rating divided by 31)		4.78
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		


Comments & Recommendations for Development Purposes:
attend ulene train + seminar

Evaluated and Rated by

ELWIN JAY V. YU, M.D.
 Chief of Hospital I
 Date: _____
1 - quality

2 - efficiency

Recommending Approval:

REMBERTO A. PATINDOL
 Head and VP for Admin and Finance
 Date: _____
3 - timeliness

4 - average

Approved by:

REMBERTO A. PATINDOL
 Vice President for Admin and Finance
 Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER, 2018

Name of Staff: HERMILA P. CHIONG. Position: Medical Technology II

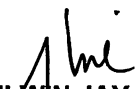
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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				
	5	4	3	2	1
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	56				

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	4.67				

Overall recommendation : _____


ELWIN JAY V. YU, M.D.
 Name of Head

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: July 2018 Target Date: December 2018

First Step: Sent for training on Microorganism and Parasitology

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

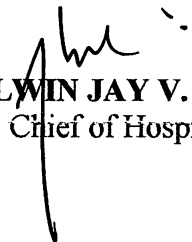
Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


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

Conforme:


HERMILA P. CHIONG