



Department of Education
Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

Name of Employee: **ISRAEL F. PARRA**

Position: Medical Officer III

Review Period: January to June 2015; July to December 2015

Bureau/Center/Service/Division: Schools Governance and Operation Division-School Health

Name of Rater: **SUENO S. LUZADA, JR.**

Position: Chief, SGOD

Date of Review: August 11, 2015

Job Summary: To promote, protect, and maintain the physical and mental well-being and readiness of learners by providing a sustainable health and nutrition program services by establishing and strengthening linkages with educational partners and stakeholders.

To attend to medical needs of employees in the division office and schools, prepare and submit recommendation of programs for improvement of medical services.

MFO	KRA's	OBJECTIVE	TIMELINE	WEIGHT/ Objective	PERFORMANCE INDICATOR	TO BE FILLED DURING EVALUATION				
						Actual Results			Rating	Score
						Qn	E	T		
Basic Education Services	1. Medical Services 60%	1. Provided Health services such as Health Assessment, Consultation, and Treatment to: a. Kinder and Grade 1 pupils 2. Conducted prompt examination of Gr.II-Gr VI pupils/ Secondary students or teachers referred by the school nurse,	January-December 2015 Specific timeline a. Kinder and Gr.I – year round b. Gr-I – Gr VI pupils referred June-December, 2015	15%	- Conducted Health Assessment, consultation, and treatment to 800 patients (Kinder and Grade 1 pupils; referred Gr I-VI; secondary students and Teachers and athletes and coaches) on time or specified dates 5 – Health Assessment, consultation, and treatment to 641-800 patients on time or					

		<p>school head, or teachers</p> <p>Physical Examination to athletes and coaches during athletic meet and scouters during jamborees and trainings</p>	<p>c. Secondary students referred – Jan – Mar. 2015</p> <p>d. teachers referred – year round</p> <p>e. Physical Exams of Athletes and coaches- Nov.- Dec 2015</p> <p>f. Physical Exam of scouters- September 1- 15, 2015</p>		<p>specified dates</p> <p>4 – Health Assessment, consultation, and treatment to 481-640 patients on time or specified dates</p> <p>3 – Health Assessment, consultation, and treatment to 321-480 patients on time or specified dates</p> <p>2 – Health Assessment, consultation, and treatment to 161-320 patients on time or specified dates</p> <p>1 – Health Assessment, consultation, and treatment to 160 and below patients on time or specified dates</p>					
		<p>3. Conducted lectures on Classroom Health Education and other health related topics.</p>		<p>15%</p>	<p>- Conducted Classroom health lectures to 600 school population based on scheduled monthly school visit</p> <p>5- Health lectures with proficiency to 481-600 school population based on scheduled monthly</p>					

					<p>school visit</p> <p>4- Health lectures with proficiency to 361-480 school population based on scheduled monthly school visit</p> <p>3- Health lectures with proficiency to 241-360 school population based on scheduled monthly school visit</p> <p>2- Health lectures with proficiency to 161-240 school population based on scheduled monthly school visit</p> <p>1- Health lectures with proficiency to 160 and below school population based on scheduled monthly school visit</p>					
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		4. Signed ALL Fidelity Bond and Medical Form 211 for newly hired T/NTP, and Reinstatement due to Sick leave or Maternity leave	January-December 2015 (to be prorated in specific dates)	10%	<p>- Examined and Signed ALL Fidelity Bond and Medical Form 211 for newly hired T/NTP, and Reinstatement due to Sick leave or Maternity leave per monthly client visit</p> <p>5- Examined and Signed 100% Fidelity Bond and Medical Form 211 for newly hired T/NTP, and Reinstatement due to Sick leave or Maternity leave per monthly client visit</p> <p>4- Examined and Signed 80% Fidelity Bond and Medical Form 211 for newly hired T/NTP, and Reinstatement due to Sick leave or Maternity leave per monthly client visit</p> <p>3- Examined and Signed 60% Fidelity Bond and Medical Form 211 for newly hired T/NTP, and Reinstatement due to Sick leave or Maternity leave per monthly client visit</p> <p>2- Examined and Signed 40% Fidelity Bond and Medical Form 211 for newly hired T/NTP, and</p>					
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					Reinstatement due to Sick leave or Maternity leave per monthly client visit 1- Examined and Signed 20% and below Fidelity Bond and Medical Form 211 for newly hired T/NTP, and Reinstatement due to Sick leave or Maternity leave per monthly client visit					
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		5. Monitored the implementation of Integrated School Health and Nutrition Programs or ISHNP (SBFP, GPP, Deworming etc.)		10%	<p>- Conducted monitoring of ISHNP implementation to 6 schools implementers per month</p> <p>5- Monitored with efficiency and quality of 5 ISHNP to 6 schools implementers per month</p> <p>4- - Monitored with efficiency and quality of 5 ISHNP to 5 schools implementers per month</p> <p>3- - Monitored with efficiency and quality of 5 ISHNP to 4 schools implementers per month</p> <p>2—Monitored with efficiency and quality of 4 ISHNP to 3 schools implementers per month</p> <p>1—Monitored with efficiency and quality of 3 ISHNP to 1-2 schools implementers per month</p>					
		6. Provided assistance to Health Personnel in: a. maintaining up-to-date records and clinic reports, b. timely monitoring and evaluation, upkeep of a		10%	Reviewed, collated, prepared and submitted 100% annual and monthly accomplishment report of School health Personnel to Regional Office or Central office on time					

		<p>computerized database records</p> <p>c. preparation of annual reports for evaluation</p>			<p>5- Prepared and submitted 80% annual and monthly accomplishment report of School health Personnel to Regional Office or Central office on time</p> <p>4-Prepared and submitted 60% annual and monthly accomplishment report of School health Personnel to Regional Office or Central office on time</p> <p>3- Prepared and submitted 40% annual and monthly accomplishment report of School health Personnel to Regional Office or Central office on time</p> <p>2- Prepared and submitted 20% annual and monthly accomplishment report of School health Personnel to Regional Office or Central office on time</p> <p>1- Prepared and submitted 20% annual and monthly accomplishment report of School health Personnel to Regional</p>					
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					Office or Central office on time					
	2. Technical Assistance 15%	- Provided Technical Assistance to district or schools in School Health and Nutrition Instruction Advocacy Campaign (NDEP, HIV-AIDS, Dengue, etc)	January-December 2015	10%	- Conducted Technical Assistance on school Health and Nutrition Programs and Projects to 5 priority schools monthly 5- Provided Technical Assistance on 5 school Health and Nutrition Programs and Projects to 5 schools monthly 4- Provided Technical Assistance on 5 school Health and Nutrition Programs and Projects to 4 schools monthly 3- Provided Technical Assistance on 4 school Health and Nutrition Programs and Projects to 3 schools monthly 2- Provided Technical Assistance on 3 school Health and Nutrition Programs and Projects to 2 schools monthly 1- Provided Technical Assistance on 2 school Health and Nutrition Programs and Projects to					

					1 schools monthly					
		- Provided assistance on the maintenance of medical facilities such as clinic, medical cabinets, sets of bedding and availability of medicines for first aid and emergency cases.		5%	<p>Conducted Technical assistance on the maintenance of 5 medical facilities such as clinic, medical cabinets, sets of bedding and availability of medicines for first aid and emergency cases.</p> <p>5-Conducted Technical assistance on the maintenance of 5 medical facilities to 39-47 Health Personnel</p> <p>4-Conducted Technical assistance on the maintenance of 5 medical facilities to 29-38 Health Personnel</p> <p>3-Conducted Technical assistance on the maintenance of 4 medical facilities to 20-28 Health Personnel</p> <p>2-Conducted Technical</p>					

					assistance on the maintenance of 3 medical facilities to 10-19 Health Personnel 1-Conducted Technical assistance on the maintenance of 2 medical facilities to 9 and below Health Personnel					
	3.Partners/ Donors 10%	- Forged partnership with other agencies and stakeholders to acquire free health programs and services	January – December 2015	10%	- Coordinated with other agencies or stakeholders to acquire free health services or medicines (Vaccine, deworming meds and medical missions) 5- Coordinated with 5 other agencies or stakeholders to acquire 3 free health services or medicines (Vaccine, deworming meds and medical missions) 4- Coordinated with 4 other agencies or stakeholders to acquire 3 free health services or medicines (Vaccine, deworming meds and medical missions) 3- Coordinated with 3 other agencies or stakeholders to acquire 2 free health services or					

					<p>medicines (Vaccine, deworming meds and medical missions)</p> <p>2- Coordinated with 2 other agencies or stakeholders to acquire 1 free health services or medicines (Vaccine, deworming meds and medical missions)</p> <p>1- Coordinated with 1 other agencies or stakeholders to acquire 1 free health services or medicines (Vaccine, deworming meds and medical missions)</p>					
	<p>4.Special Services</p> <p>10%</p>	<p>-- Provided health services: to</p> <p>A. athletes and coaches during Regional or National Athletic Meets,</p> <p>B. Regional and Narional BSP Jamborettes and trainings</p>	<p>January-December 2015</p>	<p>10%</p>	<p>- Conducted Physical examination and provided appropriate treatment to 600 pupils/students with ailments or injuries engaged in athletic and other intra-extra-curricular activities/competitions</p> <p>5 – Conducted Physical examination and provided appropriate treatment to 481-600 pupils/students with ailments or injuries</p> <p>4- Conducted Physical</p>					

					<p>examination and provided appropriate treatment to 361-480 pupils/students with ailments or injuries</p> <p>3- Conducted Physical examination and provided appropriate treatment to 241-360 pupils/students with ailments or injuries</p> <p>2- Conducted Physical examination and provided appropriate treatment to 81-240 pupils/students with ailments or injuries</p> <p>1- Conducted Physical examination and provided appropriate treatment to 80 and below pupils/students with ailments or injuries</p>					
	Plus Factor 5%	-Recommended improvement for medical services	January – December 2015	5%	<p>-Attended all seminars and trainings on health and other health related topics/issues</p> <p>5-Attended 100% on seminars and trainings on health and other health related topics/issues</p> <p>4-Attended 80% on seminars and trainings on</p>					

		- Provided assistance to trainings and seminars as requested	As requested	<p>health and other health related topics/issues</p> <p>3-Attended 60% on seminars and trainings on health and other health related topics/issues</p> <p>2-Attended 40% on seminars and trainings on health and other health related topics/issues</p> <p>1-Attended 20% and below on seminars and trainings on health and other health related topics/issues</p> <p>100% assistance to requests</p>					
						Overall Rating for Accomplishment			

Rater:

Ratee:

SUEÑO S. LUZADA, JR.

Chief, School Governance and Operations Division

DR. ISRAEL F. PARRA

Medical Officer III

Approved:

SUSAN S. COLLANO

Asst. Schools Division Superintendent

