



**THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE**

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**PROCEDURES FOR EVALUATING
AND CLASSIFYING OFFICIALS AND EMPLOYEES**

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PROCEDURES FOR EVALUATING AND CLASSIFYING

OFFICIALS AND EMPLOYEES 1. PURPOSE: - To regulate the

sequence of steps,

content, and responsibilities of relevant units and individuals within Thai Binh Medical College in the annual evaluation of officials, employees, and workers regarding discipline, moral character, and professional work performance according to State regulations.

- To serve as a basis for the selection, planning, training, development, rotation, assignment, appointment, dismissal, commendation, discipline, and implementation of policies and regulations for officials, employees, and workers.

2. SCOPE OF APPLICATION:

- This applies to the evaluation of officials, employees, and workers under the management of the Principal of Thai Binh Medical College.

3. RELATED DOCUMENTS:

- Law on Public Officials No. 58/2010/QH12 dated November 15, 2010, of the National Assembly of the Socialist Republic of Vietnam.

- Law amending and supplementing a number of articles of the Law on Civil Servants and the Law on Public Employees dated November 25, 2019.

- Government Decree No. 115/2020/ND-CP dated September 25, 2020, stipulating the recruitment, employment, and management of civil servants.

- Government Decree No. 112/2020/ND-CP dated September 18, 2020, stipulating disciplinary procedures for officials, civil servants, and public employees.

4. TERMS, DEFINITIONS, AND ABBREVIATIONS:

A public employee is a Vietnamese citizen recruited for a specific job position, working at a public service unit under an employment contract, and receiving a salary from the public service unit's salary fund as prescribed by law.

- Officials, civil servants, public employees and workers: CBCCVC-NLÿ.

- Department of Training Management, Scientific Research and International Cooperation: Department of Training Management, Scientific Research & International Cooperation.

- Administrative and General Affairs Department: TCHC-TH Department.

- Student Affairs Office: Student Affairs Department.

- Examination, Inspection and Quality Assurance Department: Department

Center for Technical and Quality Assurance.

- Department of Basic Medical Sciences: Department of Traditional Medicine.

- Faculty of Basic Sciences: Faculty of Basic Sciences.

- Center for Training Based on Social Needs: Center for Training Based on Social Needs.

5. FLOWCHART (See page)

6. SPECIFICATION (See pages 4-5)

7. ATTACHED DOCUMENTS/INSTRUCTIONS

TT	File name	Storage location	Retention time
1	Employee performance evaluation form and workers	Department of Administration and General Affairs	Long term
2	Decision on evaluation and ranking Civil servants and employees	Department of Administration and General Affairs	Long term
3.	Meeting minutes of the departments	Department of Administration and General Affairs	Long term
4.	Minutes of the meeting of the Emulation and Commendation Council of the Human Resources and General Affairs Department		Long term

SPECIFICATION OF THE SALARY PROMOTION REVIEW PROCESS

No.	Job step name	Specification	Set department/unit responsible	Coordinating Department/Unit	Results achieved	Deadline	Form
1	Deployment Guidelines for evaluation and classification	The Board of Directors approved the implementation. Guidelines for evaluating and classifying officials, employees, and workers in subordinate departments.	Board of Directors of the Administrative and Technical Department - TH		Guidelines for evaluating and classifying superiors	from June 25-30 every year	- Instruct, -BM.TT.02.01
2	Guidelines for evaluation and classification	Heads of departments are responsible for implementing the guidelines for evaluating and classifying staff, officials, and employees of the School, and for disseminating feedback and evaluations to staff, officials, and employees according to the prescribed forms and guidelines.	Head of unit	CBVC-NLÿ	Self-assessment report CBVC-NLÿ	July 1-5	BM.TT.02.01
3	Assessment and classification organization at the department	The departments responsible for reviewing, evaluating, and classifying officials, employees, and workers conduct these assessments. - Conference agenda: Each official, civil servant, employee, and worker presents their evaluation form; members of the conference participate in providing feedback. + Head of the department to synthesize and summarize the opinions of the majority of officials, civil servants, and employees.	Head of unit	CBVC-NLÿ	- Minutes of the unit meetings - Self-assessment report CBVC-NLÿ. - Summary table for each department	July 12-15	BM.TT.02.01

		The organization and the workers proceeded to quit. ballots; the results of the classification vote are recorded in the meeting minutes and the evaluation form of the civil servants and employees.					
4	Summary of results from the departments fate.	<p>Summary of evaluation and ranking results for officials, civil servants, public employees, and workers.</p> <p>- The head of the department sends all employee performance evaluation forms, along with excerpts from meeting minutes and classification forms, to the Human Resources and General Affairs Department.</p> <p>- The Human Resources and General Affairs Department is responsible for compiling the results from all departments, between July 10th and 12th each year.</p>	Room TCHC-TH	Units subordinate	Summary table of evaluation and classification results CBVC-NLÿ	July 10-12	Summary table
5	Evaluation, analysis CBVC type workers	<p>- Organize a meeting of the School's Emulation and Commendation Council to evaluate and rank the staff and employees of each department.</p> <p>The conference analyzed, reviewed, and voted on the classification of civil servants and employees.</p>	Council emulation and reward	Room TCHC-TH	Meeting minutes Council for Emulation and Commendation	July 12-15	Report
6	The Principal's assessment and classification of CBVC-NLÿ	The Principal approves the Decision on evaluation and classification of staff and employees, and the evaluation and classification forms for staff and employees. workers	Principal	Room TCHC-TH	Evaluation and classification results CBVC-NLÿ	July 12-15	- Feedback form - Decision on evaluation and ranking
7	Announcement of ranking results	- Department heads are responsible for informing the staff and employees under their unit of the evaluation and ranking results.	Room TCHC-	Heads of departments fate	Announcement of evaluation results,	July 16th	Announcement of evaluation results,

	CBVC-NLÿ (Civil Servants and Employees)	TH		classify CBVC-NLÿ		classification of civil servants workers	
8	Resolving complaints (if any)	Faculty, staff, and employees have the right to appeal to the Board of Directors regarding the evaluation and ranking results. The Board of Directors is responsible for reviewing and resolving these appeals.	Board of Directors of the Administrative and Technical Department - TH			July 17-18	
9.	Management and storage	The Human Resources and Administration Department is responsible for creating and maintaining personnel files for civil servants and employees in accordance with regulations.	P.TCHC- TH		Save the file	July 20th.	According to the Plan