

DOH SPSMS Form 4				Document Code:				
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)				Revision No:				
				Effectivity:				
I, AIKA MAE G. BORBON , of the DOH- Treatment and Rehabilitation Center, Dulag, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period JULY TO DECEMBER 2023 .								
Date : January 12, 2024								
Approved by:								
FRANCIS BRIAN S. PALENCIA Name of Supervisor								
Output	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating					Remarks/Justification of Unmet Target
			Q (1)	E (2)	T (3)	A (4)	SR (5)	
CORE FUNCTIONS								
<i>Ensure efficient and effective implementation of all administrative rules and regulations, and planned activities including individualized interventions for patients and their families.</i> A. RESIDENTIAL 1. Provisions of Psychological Services	100% of detox patients to undergo initial psychological screening within 48 hours after doctor's order. <i>Efficiency:</i> 5 - 100% of detox patients have undergone initial psychological screening 2 - Below 100% of detox patients have undergone initial psychological screening <i>Timeliness:</i> 5 - Within 8 hours 4 - Within 24 hours 3 - Within 48 hours 2 - Within 1 week 1 - Within 2 weeks	100% of (8/8) detox patients underwent initial psychological screening within 24 hours after the doctor's order.		5	4	4.5	4.5	
	100% of patients enrolled in the residential program to undergo comprehensive psychological assessment within 3 months. <i>Efficiency:</i> 5 100% of patients enrolled in the residential program have undergone comprehensive psychological assessment 2 Below 100% of patients enrolled in the residential program have undergone comprehensive psychological assessment <i>Timeliness:</i> 5 - within 1 month 4 - within 2 months 3 - within 3 months 2 - within 4 months 1 - beyond 4 months	100% of (11/11) patients enrolled in the residential program underwent comprehensive psychological assessment within 3 months.		5	4	4.5	4.5	

Output	Success Indicator (Targets + Measures)	Actual Accomplishment	Rating				SR (5)	Remarks/Justification of Unmet Target
			Q (1)	E (2)	T (3)	A (4)		
	<p>100% of patients observed with mental health concerns to be referred to a Psychologist/ Psychiatrist within 3 days after the evaluation.</p> <p>Efficiency:</p> <p>5 100% of target reviewed</p> <p>2 Below 100% of target reviewed</p> <p>Timeliness:</p> <p>5 - Within 1 day after the evaluation</p> <p>4 - Within 2 days after the evaluation</p> <p>3 - Within 3 days after the evaluation</p> <p>2 - Within 4 days after the evaluation</p> <p>1 - 5 days and beyond after the evaluation</p>	<p>100% of (1/1) patients observed with mental health concerns was referred to a Psychologist/ Psychiatrist within 2 days after the evaluation.</p>		5	5	5	5	
2. Provision of Case management services to residential patients.	<p>100% of patients in the inpatient program are to be managed within the rating period.</p> <p>Efficiency:</p> <p>5 100% of target managed</p> <p>2 below 100% of target managed</p>	<p>100% of (134) patients in the inpatient program were managed within the rating period.</p>		5		5	5	
	<p>60% of assigned inpatient caseloads to complete the residential treatment program.</p> <p>Efficiency:</p> <p>5 100% of target managed</p> <p>2 below 100% of target managed</p> <p>Timeliness:</p> <p>5 Target completed on the 8th month</p> <p>2 Target completed beyond 8th month</p>	<p>89% of (17/18) assigned inpatient caseloads completed the residential treatment program.</p>		5	5	5	5	
	<p>100% of individual therapies are to be conducted for residential patients who will commit violations of the cardinal rules.</p> <p>Efficiency:</p> <p>5 100% of target</p> <p>2 Below 100% of target</p> <p>Timeliness:</p> <p>5 Conducted as scheduled</p> <p>2 Conducted beyond the schedule</p>	<p>100% of (10/14) individual therapies were conducted for residential patients who will commit violations of the cardinal rules beyond schedule.</p>		2	5	3.5	3.5	Four individual therapies were not conducted because undersigned was off-duty.
	<p>100% of targeted individual therapies to be conducted to residential patients.</p> <p>Efficiency:</p> <p>5 100% of target</p> <p>2 Below 100% of target</p> <p>Timeliness:</p> <p>5 Conducted twice per month</p> <p>2 Not conducted</p>	<p>100% of (356) targeted individual therapies were conducted twice per month on residential patients.</p>		5	5	5	5	

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			Q (1)	E (2)	T (3)	A (4)		
	<p>100% of targeted caseloads in the inpatient program to undergo Residential Treatment planning in the 2nd month of their residential program.</p> <p>Efficiency:</p> <p>5 100% of target</p> <p>2 Below 100% of target</p> <p>Timeliness:</p> <p>5 - on the 1st month of their residential program</p> <p>3 - on the 2nd month of their residential program</p> <p>1 - beyond 2nd month of their residential program</p>	<p>100% of (11/11) targeted caseloads in the inpatient program underwent Residential Treatment planning in the 2nd month of their residential program.</p>		5	1	3	3	
	<p>100% of targeted caseloads in the inpatient program will undergo Discharge Planning on the 6th month of their residential program.</p> <p>Efficiency:</p> <p>5 100% of target</p> <p>2 Below 100% of target</p> <p>Timeliness:</p> <p>5 - on the 5th month of their residential program</p> <p>3 - on the 6th month of their residential program</p> <p>1 - beyond 6th month of their residential program</p>	<p>100% of (16/16) targeted caseloads in the inpatient program underwent Discharge Planning on the 6th month of their residential program.</p>		5	1	3	3	
	<p>100% of targeted caseloads will undergo the Addiction Severity Index (ASI) assessment within 2 months.</p> <p>Efficiency:</p> <p>5 100% of target</p> <p>2 Below 100% of target</p> <p>Timeliness:</p> <p>5 - within 1 month</p> <p>3 - within 2 months</p> <p>1 - beyond 2 months</p>	<p>Below 100% of (6/8) targeted caseloads underwent the Addiction Severity Index (ASI) assessment beyond 2 months.</p>		2	1	1.5	1.5	Conducted counseling intake instead due to the change in case management process.
	<p>100% of Court Calls to attend within the prescribed period.</p> <p>Efficiency:</p> <p>5 100% of target</p> <p>2 Below 100% of target</p>	<p>100% of (3/3) Court Calls were attended within the prescribed period.</p>		5		5	5	

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			Q (1)	E (2)	T (3)	A (4)		
	100% of individual therapies to have progress notes/case notes. Efficiency: 5 100% of target 2 Below 100% of target Timeliness: 5 - Target completed 1 hour after the individual therapy 4 - Target completed within 1 day after the individual therapy 3 - Target completed within 2 days after the individual therapy 2 - Target completed within 3 days after the individual therapy 1 - Target completed beyond 3 after the individual therapy	100% of (268/268) individual therapies have progress notes/case notes within a 3 days after individual therapy.		5	2	3.5	3.5	
	100% of assigned Cognitive Behavioral Therapy (CBT) Sessions conducted to assigned residents as scheduled. Efficiency: 5 100% of target 2 Below 100% of target Timeliness: 5 Conducted session as scheduled 2 Conducted beyond schedule	100% of (20/20) assigned Cognitive Behavioral Therapy (CBT) Sessions were conducted beyond schedule to assigned residents within the rating period.		5	5	5	5	
	100% of scheduled inpatient Family Support Group Meetings/ Psychoeducation Sessions will be facilitated as scheduled. Efficiency: 5 - 91 - 100% of the target 4 - 81 - 90% of the target 3 - 71 - 80 % of the target 2 - 61 - 70% of the target 1 - below 70% of the target Timeliness: 5 Conducted as scheduled 3 Conducted 1 month after schedule 1 Conducted 2 months after the schedule	100% of (2/2) scheduled Inpatient Family Support Group Meetings/ Psychoeducation Sessions were facilitated as scheduled.		5	5	5	5	
	100% of scheduled cases will be presented and discussed during Case Presentation and Treatment Planning as scheduled. Efficiency: 5 100% of target 2 Below 100% of target Timeliness: 5 Presented as scheduled 2 Presented beyond the schedule	100% of (2/2) scheduled cases were presented and discussed during the Case Presentation and Treatment Planning as scheduled.		5	5	5	5	

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			Q (1)	E (2)	T (3)	A (4)		
1. Provision of technical assistance related to mental health programs and activities	100% of requested technical assistance acted upon as a resource speaker as scheduled. Quality: 5 - 100% of target 2 - Below 100% Timeliness: 5 - conducted as scheduled 2 - conducted beyond schedule	100% of (1/1) requested technical assistance acted upon as a resource speaker as scheduled.	5		5	5	5	
2. Timely submission of reports and other documents.	100% of initial psychological reports are to be submitted within 2 days after the conduct screening. Efficiency: 5 - 100% of initial psychological reports submitted 2 - Below 100% of initial psychological reports submitted Timeliness: 5 - reports submitted within the day 4 - reports submitted within 2 days 3 - targets submitted within 3 days 2 - targets submitted within 4 days 1 - targets submitted beyond 5 days	100% of (8/8) initial psychological reports were submitted within 2 days after the conduct screening.		5	4	4.5	4.5	
	100% of comprehensive psychological reports are to be submitted in the 4th month. Efficiency: 5 100% of target 2 Below 100% of target Timeliness: 5 - reports submitted on the 2nd month 4 - reports submitted on the 3rd month 3 - reports submitted on the 4th month 2 - reports submitted on the 5th month 1 - reports submitted on the 6th month	100% of (11/11) comprehensive psychological reports were submitted on the 5th month.		5	2	3.5	3.5	
	100% of court reports are to be submitted on the 2nd and 4th month in the residential/inpatient program. Efficiency: 5 100% of target 2 Below 100% of target Timeliness: 5 - submitted 2 weeks before the expected date of submission 4 - submitted 1 week before the expected date of submission 3 - submitted on the expected date of submission 2 - submitted 1 week after the expected date of submission 1 - submitted 2 weeks beyond the expected date of submission	100% of (19/19) court reports were submitted on beyond the expected date of submission		5	1	3	3	Some reports were submitted on the third month to include other significant developments while he undergoes his treatment program.

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			Q (1)	E (2)	T (3)	A (4)	SR (5)			
	100% of Post-Activity Reports to be prepared and submitted within 5 days after the activity was conducted. Quantity: 5 100% of target 2 Below 100% of target Timeliness: 5 - submitted within 1 day after the activity was conducted. 4 - submitted within 3 days after the activity was conducted. 3 - submitted within 5 days after the activity was conducted. 2 - submitted within 7 days after the activity was conducted. 1 - submitted beyond 7 days after the activity was conducted.	100% of (12/12) Post-Activity Reports were prepared and submitted within 5 days after the activity was conducted.		5	1	3	3	Some attendance sheets were not completed on-time since participants failed to list their names immediately during the activity.		
Average Rating (Support Function)						3.8	3.8			
RATING										
Function	Percentage Distribution* (Self Rating)	Percentage Distribution* (Supervisor's Rating)	Average Rating per Function (Self Rating)	Average Rating per Function (Supervisor's Rating)	Final Rating per Function (Average Rating X Percentage Distribution)	Final Rating per Function (Average Rating X Percentage Distribution) Supervisor's Rating	Self Rating	Supervisor's Rating	Adjectival Rating	Remarks
Core Functions	80%	80%	4.29	4.29	3.43	3.43	4.19	4.19	VS	
Support Functions	20%	20%	3.80	3.80	0.76	0.76				
Strategic Functions										
Discussed With:			Assessed by:			Date:	Final Rating by:		Date:	
AIKA MAE G. BORBON, Rpm Employee			FRANCIS BRIAN S. PALENCIA, Rpm, RPsy Immediate Supervisor				MICHAEL J. TENEBRO, MACP, Rpm Next Highest Supervisor		01/15/2024	
Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average, *In the event that there is no strategic output, the percentage distribution is as follows: Core output 80% and Support output- 20%										

Aika,

Your effort in helping your caseloads is very much appreciated. You have improved a lot as a person and as a colleague. Keep leading our section in achieving our goals as well as meeting the needs of our patients.