



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: Jan Ana M. Salar

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.74                    | 70%                      | 3.32                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.83                    | 30%                      | 1.45                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.77</b>                             |

TOTAL NUMERICAL RATING:

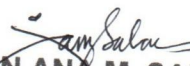
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:


Prepared by:

  
**JAN ANA M. SALAR**  
Name of Staff

Reviewed by:

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

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Vice Pres. for Admin and Finance


Approved by:


  
**REMBERTO A. PATINDOL**  
Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Jan Ana M. Salar**, Nurse III of the VSU Hospital commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2019

Approved:

  
**JAN ANA M. SALAR**  
Nurse III

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

| MFO/PAP's   | Success Indicator   | Task Assigned   | Target | Accomplishment | Rating |    |    |      | Remarks |
|---|---|---|--------|----------------|--------|----|----|------|---------|
|   |   |   |        |                | Q1     | E2 | T3 | A4   |         |
| UMFMO6: General Administration Support Service        |   |   |        |                |        |    |    |      |         |
| OVPAF MFO8: University Health Services and Management |   |   |        |                |        |    |    |      |         |
| MFO1  |   |   |        |                |        |    |    |      |         |
| Administrative and support services Management        | Client-Centered Services  | Zero complaints for every client served   | 0      | 0              | 5      | 5  | 5  | 5.00 |         |
|   | No. of times areas properly maintained and expected as to its safety, cleanliness and comfort | Routine clean-up of Nurse's Station, supevision of institutional workers in the clean-up of service areas such as OPD, ER, DR, Hospital Lobby, Ward and Comfort Rooms and premises every tour of duty | 25     | 36             | 5      | 5  | 5  | 5.00 |         |
|   | No. of times packing and sterilization of instruments done                                    | Packs and sterilizes instruments and supplies (cotton balls, OS, towels) daily  | 15     | 22             | 5      | 4  | 5  | 4.70 |         |
|   | No. of times inventory done for medical supplies & medicines stocks                           | Conducts regular inventory of medical supplies and medicines every month  | 30     | 42             | 5      | 5  | 4  | 4.70 |         |



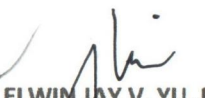
|                                     |  |  |     |      |   |   |   |      |  |
|-------------------------------------|--|--|-----|------|---|---|---|------|--|
| <b>MFO 2</b>                        |  |  |     |      |   |   |   |      |  |
| <b>Primary Health Care Services</b> | Timely, courteous and quality provision of inpatient, outpatient and emergency services  | Assists during outpatient consultation by making initial assesment, proper referral to physician, taking vital signs & proper recording on medical chart     | 650 | 1063 | 4 | 5 | 5 | 4.70 |  |
|                                     | No. of times collection of specimen for lab. Exam to all admitted patients   | Makes rapid initial assessment, get vital signs, provide emergency nursing intervention, immediate referral to physician & proper recording on medical chart | 70  | 88   | 4 | 5 | 5 | 4.70 |  |
| <b>MFO 3</b>                        |  |  |     |      |   |   |   |      |  |
| <b>Preventive Health Services</b>   | Number of friendly and relevant implementation of adolescent health services   | one (1) related activities like seminars, informatiin campaigns conducted  | 1   | 1    | 4 | 5 | 5 | 4.70 |  |
|                                     | Number of regular, effective and efficient conduct of entrance and annual physical and medical examinations of students, faculty and staff | patient seen and examined in 15 minutes during his/her turn depending on his/her priority number   | 580 | 850  | 5 | 5 | 5 | 5.00 |  |
|                                     | Number of efficient implementation of noncommunicable disease prevention and health promotion  | Number of related activities and seminars and information campaigns conducted  | 5   | 5    | 4 | 4 | 5 | 4.70 |  |
|                                     | Number of prompt and quality control, treatment and prevention of communicable diseases  | Number of related activities like seminar forum info campaigns conducted   | 5   | 11   | 5 | 4 | 5 | 4.70 |  |
|                                     | Number of effective reproductive health services   | Number of related activities like seminar forum info campaigns conducted   | 2   | 2    | 5 | 4 | 5 | 4.70 |  |

|   |  |   |   |   |    |    |    |      |  |
|---|--|---|---|---|----|----|----|------|--|
| <b>MFO 4</b>  |  |   |   |   |    |    |    |      |  |
| <b>Environmental health and sanitation services</b> | Regular and effective conduct of food and water-borne disease prevention and control program     | At least 2 sanitary inspection of food establishment in VSU and VSU water refilling station per year and at least 1 water analysis every 6 months of all VSU drinking water sources and distribution systems. | 1 | 1 | 5  | 5  | 4  | 4.70 |  |
|   | Sustainable and proactive implementation of vector-borne disease prevention and control services | At least 2 sanitary inspection of dormitories, areas with housing units and accomodation services in VSU including its surroundings   | 1 | 1 | 4  | 5  | 4  | 4.30 |  |
| <b>Total Over-all Rating</b>                        |  |   |   |   | 60 | 61 | 62 | 61.6 |  |

|   |  |  |      |
|---|--|--|------|
| <b>Average Rating (Total Over-all rating divided by 31)</b> |  |  | 4.74 |
| <b>Additional Points:</b>                                   |  |  |      |
| <b>Approved Additional points (with copy of approval)</b>   |  |  |      |
| <b>FINAL RATING</b>   |  |  |      |
| <b>ADJECTIVAL RATING</b>                                    |  |  |      |
|   |  |  |      |


Comments & Recommendation
Development Purposes:
Be trained on Public Health Nursing
Attend cl. update on Nursing trends

Evaluated and Rated by




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

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:

1 - quality

2 - effieciency

3 - timeliness

4 - average





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2019

Name of Staff: Jan Ana M. Salar Position: Nurse 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.**

| 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 |   |   |   |   |
|---|---|-------|---|---|---|---|
| 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   |   | 58    |   |   |   |   |

**Vision:** A globally competitive university for science, technology, and environmental conservation.

**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



| B. Leadership & Management ( <i>For supervisors only to be rated by higher supervisor</i> )  |   | 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  |   | 4.83  |   |   |   |  |

Overall recommendation : \_\_\_\_\_

  
**ELWIN JAY V. YU, M.D.**

Printed Name and Signature  
Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SALAR, Jan Ana M.

Performance Rating: OUTSTANDING

Aim: To enhance knowledge and skills in ER Management

Proposed Interventions to Improve Performance:

Date: July 2019 Target Date: December 2019

First Step: Encourage on the job improvement of ER Management

Result: Send for training on ER Management

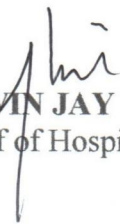
Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step: \_\_\_\_\_

Outcome: \_\_\_\_\_

Final Step/Recommendation: \_\_\_\_\_

Prepared by:

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

CONFORME:

  
**JAN ANA M. SALAR**