



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.76	0.70	3.33
2. Supervisor/Heads assessment of his contribution towards attainment of office accomplishments	4.92	0.30	1.48
TOTAL NUMERICAL RATING			4.81

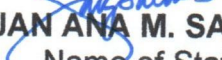
TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL 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:



DANIEL LESLIE S. TAN
Vice Pres. for Admin and Finance


Approved:


DANIEL LESLIE S. TAN
Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JAN ANA M. SALAR, Nurse II of the VSU - University Services for Health Emergency and Rescue Office (USHER) commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July - December, 2021


JAN ANA M. SALAR
Nurse II


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


MFOs/PAPs	Success Indicators	Task Assigned	TARGET Jan - Dec 2021	ACTUAL ACCOMPLISHM ENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
USHER MFO1: ISO aligned Health Services	Percentage compliant of process under ISO standard	100% compliant to ISO standard	100%	100%	5	5	5	5.00	
USHER MFO2: Administrative Support Management of Health Services	Efficient & customer-friendly frontline services	Zero complaint for every client served.	0	0	5	5	5	5.00	
	Number of areas properly maintained and expected as to its safety, cleanliness and comfort.	Routine clean-up of the Nurses' Station, supervision 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.	45	55	5	5	5	5.00	
	Number of packed and sterilized instruments and supplies.	Packs and sterilizes instruments and supplies.	5	8	4	5	5	4.70	
	Number of inventories done for medical and medicine stocks.	Conducts regular inventory of medical supplies and medicines every month.	30	45	5	4	5	4.70	
	No. of times prepares DENR-EMB self-monitoring report (SMR)	Prepares DENR-EMB self-monitoring report (SMR)	2	4	5	5	5	5.00	
	Timely, courteous and quality provision of inpatient, outpatient and emergency services	Assists during outpatient consultation by making initial assesment, proper referral to physician. Assists and coordinates with the DOH and LGU with regards to COVID- 19 cases	20	30	5	5	4	4.70	
	No. of times supervises in the implementation of the different health program	Supervision/coordinates/assists in the conduct of all different health programs of VSU Hospital	5	10	5	4	5	4.70	


MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
USHER MFO3: Health and Wellnes in the New Normal	Number of injury/accident prevention activities conducted	Supervises / Coordinates / Assists on the activity pertaining to injury and accident prevention.	1 per year	2	5	5	4	4.70	
	Number of health promotion activities conducted.	Assisted during health promotion activities.	2	5	4	5	5	4.70	
	Number of Mental Health Awareness activities conducted/facilitated	Assists in the mental health awareness activities	2	2	5	5	4	4.70	
	Percentage of staff and employess for Entrance and Annual Medical Examination attended	Assists the doctors during the Entrance and Annual Medical Exmination of the staff and employess by taking the vital signs and performing thorough assessment.	100%	100%	5	4	5	4.70	
	Percentage of students who seek consult and given medical / dental tretament	Assists the doctirs during consultation.	100%	100%	5	5	4	4.70	
	Percentage of students who needs further evaluation and treatment referred to	Assist / Coordinates with the healthcare center for students who needs further treatment and evaluation.	100%	100%	4	5	5	4.70	
	Percentage of staff, employees and their dependents who seek consult and given medical / dental treatment	Assists the doctors during consultation.	100%	100%	5	4	5	4.70	
	Percentage of staff, employees and their dependents who needs further evaluation and treatment referred to higher institution	Assists / Coordinates with other Healthcare Centers for the staff, employees and their dependents who need further treatment and evaluation	100%	100%	4	5	5	4.70	
	Percentage of outsiders who seek consult and given medical / dental tretament	Assists the doctors during consultation.	100%	100%	5	4	5	4.70	
USHER MFO4: Public Health Services in the New Normal	Percentage of Returning Residents (Employees, Dependents and Scholars) quarantined and monitored.	Assess/ coordinates/ monitors returning employees, dependents, scholars and residents who are on quarantine	100%	100%	4	5	5	4.70	
	Number of closed contacts of Suspect, probable and confirmed of COVID-19 case traced and monitored	Conducts contact tracing and monitors who are contacts of suspects, probable and confirmed COVID- 19 cases	200	586	5	5	5	5.00	
	Number of health protocols updated and recommended for approval by the Office of the President.	Assists the physicians in making updates and recommendations of health procotocols for approval by the Office of the President	1	1	4	5	5	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of Sanitary inspection of food establishments, dormitories and housing units within the campus conducted	Conducts and inspects food establishments, dormitories, housing units, public accommodations and other public places within the campus.	1	1	5	4	5	4.70	
	Percentage of COVID-19 suspected patients swabbed	Conducts swabbing of COVID-19 suspected patients	100%	100%	5	5	4	4.70	
	Percentage of employees with symptoms related to COVID-19 identified, monitored and endorsed to City Health Operation	Endorses and monitors employees with symptoms related to COVID-19 to Baybay City Health Operation Center	100%	100%	4	5	5	4.70	
USHER MFO7: Innovations in the New Normal	Number of Manual/Primer for Health services produced (Health Services availment and procedures)	To assist in drafting the manual/ primer for health services	1	1	5	4	5	4.70	
	New system implemented	Assist in implementing in the new system	1	1	5	5	4	4.70	
	Health Primer	Make a draft on Health Primer	1	1	4	5	5	4.70	
	Number of Hospital Operations Manual established	Assist in drafting the hospital operations manual	1	1	5	5	4	4.70	
Total Over-all Rating								128.40	

Average Rating (Total Over-all rating divided by 31)		4.76
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes:
 upgrade yourself on Public Health Knowledge
 attend related workshops & training courses.


ELWIN JAY V. YU, M.D.
 Chief of Hospital I
 Date: 3-28-2022


DANIEL LESLIE S. TAN
 Head and VP for Admin and Finance
 Date: 3/28/22


DANIEL LESLIE S. TAN
 Vice President for Admin and Finance
 Date: 3/28/22

1 - quality
 2 - efficiency
 3 - timeliness
 4 - average



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December, 2021

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		59				


Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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		4.92				

Overall recommendation : _____


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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: SALAR, Jan Ana M.

Performance Rating: OUTSTANDING

Aim: To expand in Public Health knowledge and skills

Proposed Interventions to Improve Performance:

Date: July 2021 Target Date: December 2021

First Step: Encourage the enhancement of Public Health at work

Result: Send for training on Public Health

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