



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

**Annex P**

Name of Administrative Staff: **LADY MAY C. FAELNAR**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.75	0.70	3.33
2. Supervisor/Heads assessment of his contribution towards attainment of office accomplishments	4.70	0.30	1.41
<b>TOTAL NUMERICAL RATING</b>			<b>4.74</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

ADJECTIVAL RATING: \_\_\_\_\_


Prepared by:

  
**LADY MAY C. FAELNAR**  
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)

"Exhibit B"

I, LADY MAY C. FAELNAR, Nurse I 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 accomplishments in accordance with the indicated measures for the period July - December, 2021

**LADY MAY C. FAELNAR**  
Nurse I

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

MFOs/PAPs	Success Indicators	Task Assigned	TARGET Jan - Dec, 2021	ACTUAL ACCOM- PLISHMENT	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>USHER MFO1: ISO aligned Health Services</b>	Percentage compliant of process under ISO standard	100% compliant to ISO standard	100%	100	5	5	5	5.00	
<b>USHER MFO2: Administrative Support Management of Health Services</b>	Efficient & customer-friendly frontline services	Zero complaint for every client served.	0	0	5	5	5	5.00	
	Client - Centered 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.	85	126	5	5	4	4.70	
	Number of packed and sterilized instruments and supplies.	Packs and sterilizes instruments and supplies.	20	20	4	5	5	4.70	
	Number of inventories done for medical and medicine stocks.	Conducts regular inventory of medical supplies and medicines every month.	80	126	5	5	4	4.70	
<b>USHER MFO3: Health and Wellnes in the New Normal</b>	Number of injury/accident prevention activities conducted	Supervises / Coordinates / Assists on the activity pertaining to injury and accident prevention.	1 per year	1	5	4	5	4.70	
	Number of request for medics/first aid granted	Assisted as a medic during the Biggest Loser VSU edition.	2	2	5	4	5	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET Jan - Dec, 2021	ACTUAL ACCOM- PLISHMENT	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Number of health promotion activities conducted.	Assisted during health promotion activities.	2	2	5	4	5	4.70	
	Percentage of staff and employees for Entrance and Annual Medical Examination attended	Assists the doctors during the Entrance and Annual Medical Examination of the staff and employees 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 treatment	Assists the doctors during consultation.	100%	100	5	4	5	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	5	4	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	5	4	5	4.70	
	Percentage of outsiders who seek consult and given medical / dental treatment	Assists the doctors during consultation.	100%	100	5	4	5	4.70	
	Number of diagnostic equipment acquired	Diagnostic equipment received	17	17	4	5	5	4.70	
<b>USHER MFO5: Rescue Services</b>	Number of Emergency and rescue policy proposed and established	Submitted the proposed and established emergency and rescue policy	1	1	5	4	5	4.70	
	Number of Emergency and rescue team, rescue headquarters, evacuation center and equipment/machines/vehicles proposal prepared and submitted	Prepared and Submitted the Emergency and Rescue Team proposal	1	1	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET Jan - Dec, 2021	ACTUAL ACCOM- PLISHMENT	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Number of emergency and rescue trainings attended	Attended emergency and rescue trainings	1	1	5	5	4	4.70	
USHER MFO7: Innovations in the New Normal	Number of Manual/Primer for Health services produced (Health Services availment and procedures)	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	4	5	4.70	
	Number of Hospital Operations Manual established	Assist in drafting the hospital operations manual	1	1	5	4	5	4.70	
Total Over-all Rating								104.60	

Average Rating (Total Over-all rating divided by 31)		4.75
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations  
for Development Purposes:  
*\* Attend related workshops and training courses.*

Evaluated and Rated by

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

Chief of Hospital I

Date: 3-28-2022

Recommending Approval:

  
**DANIEL LESLIE S. TAN**

Head and VP for Admin and Finance

Date: 3/28/22

Approved by:

  
**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: LADY MAY C. FAELNAR. Position: Nursing Attendant

**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.**

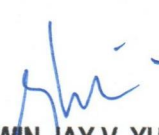
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		57				



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		4.8				

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

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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FAELNAR, Lady May C.

Performance Rating: OUTSTANDING

Aim: To develop capability to become a nurse in the specialty field in Emergency and Rescue.

Proposed Interventions to Improve Performance:

Date: July 2021 Target Date: December 2021

First Step: Encourage to apply knowledge, attitude and skills pertaining to Emergency and  
Rescue

Result: Must finish Emergency Medical Technician-Basic (EMT-B) Trainings.

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

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

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

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

Prepared by:

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

Conforme:

  
**LADY MAY C. FAELNAR**