COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff:

LADY MAY C. FAELNAR

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.68	0.70	3.28
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	0.30	1.40
	TOTAL NUM	IERICAL RATING	4.68

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:		
ADJECTIVAL RATING:	-	
Prepared by:	Reviewed by:	
LADY MAY C. FAELNAR Name of Staff		JOSEPHINE O. ZAFICO
Recommending Approval:		

Approved:

EDGARDO E. TULIN
President

REMBERTO A. PATINDOL Chairman, PMT

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, LADY MAY C. FAELNAR, Nursing Attendant I of the VSU Hospital commits to deliver and deliver and agree to be agree to be rated on the attainment of the following accomplishments in accordance with the indicated mesures for the period August - December, 2017.

LADY MAY C. FAELNAR Nursing Attendant I

JOSEPHINE O. ZAFICO, M.D.
OIC, Univ. Health Services Office

									-
				Actual		Ra	Rating		
MFO/PAP's	Success Indicator	Task Assigned	Target	lishment	Q1	E2	T3	A4	Remarks
UMFO 5: General Administrative	e and Support Services								
VPAF MFO4: University Health §	Services and Management								
MFO 1: CLINICAL FUNCTIONS									
Pl. 1 Students and staff medically	No. of students (freshmen,	Assist during medical examination of							
examined transferees & old) and staff	transferees & old) and staff medically students & staff which entails taking of	students & staff which entails taking of							
	assisted	Vital signs, Visual acuity and recording in national chart & londooks							
		Feet of the control o	250	570	5	5	5	5.00	
PI. 2 Outpatient consultations to	No. of outpatient consultations to	Assist during outpatient							
VSU students, staff, faculty and	VSU students, staff, faculty and their	consultation by making initial							
their dependents including other	dependents including other patients	assesment, proper referral to							
patients coming from nearby	coming from nearby communities	physician, taking vital signs &							
communities		proper recording on medical chart	200	1867	5	5	5	5.00	
PI. 3 No. of admitted patients	No. of admitted patients provided	Make rapid initial assessment, get							
provided with primary care	with hospital nursing care services	vital signs, provide emergency							
hospital services		nursing intervention, immediate							
		referral to physician & proper							
		recording on medical chart	50	112	5	5	5	5.00	
PI. 4 Monitoring activity	No. of monitoring activity conducted	Assist the VSU Team in the conduct							
conducted on the Water Supply	on the water supply of VSU as to the	of water sampling							
of VSU as to the physical,	physical, chemical, and								
chemical and bacteriological	bacteriological status		-	-	4	4	2	4.33	
ctatuc									

MFO 2: HEALTH PROMOTION/WELLNESS ACTIVITIES	VELLNESS ACTIVITIES								
	No. of health fora assisted for VSU	Assist in the conduct of health							
	students, faculty & staff and nearby	forum							
	communities		2	3	4	5	4	4.33	
	No. of Wellness Activities assisted	Assist in wellness activities	5	9	5	4	5	4.70	
	No. of hospital-based MCH lectures	Assist in planning of activities for							
	assisted	maternal & child health program	1	1	5	5	4	4.70	
	No. of food establishment	Conduct monitoring on food							
	monitored/inspected								
		facilities within VSU Campus in	-	-	4	4	.0	4.33	
MFO 3: ADMINISTRATIVE AND SUPPORT SERVICES	UPPORT SERVICES	מכנס ממונים לס ממחים ממומביוונים							
	No. of times supplies and materials	Prepares supplies and materials for							
	prepared e.g. Sterilization,	use at OPD and ward							
	autoclaving & packing								
			2	28	5	4	5	4.70	
Total Over-all Rating					42	41	43	45	
Average Rating									
Average Rating (Total Over-all rating divided by 31)	ivided by 31)			4.68		Comments	Comments & Recommendations for	dations for	
						Developme	Development Purposes:		
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)	ppy of approval)								
FINAL RATING									
ADJECTIVAL RATING									
Received by: TERESITA L. QUIÑANOLA PRPEO	IBERTO A PATINDOL Chairman, PMT	Recommending Approval: REMBERTO A PATINDOL Vice President for Finance		Approved by:		EDGARDO Presic	EDGARDO E. TULIN		
Date:	Date:	Date:			Date:				
2 - efficciency	4 - average								

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: AUGUST – DEC, 2017

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)		5	Scal	е	
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(3)	4	3	2	1
2.	Makes self-available to clients even beyond official time	3	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	(1)	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(3)	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.	(3)	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	3	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		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		5	7.		-

	Leadership & Management (For supervisors only to be rated by higher supervisor)		5	Scale	Э	
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	4.0	07		

Overall recommendation	:

OIC - Head