



**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	4.80	0.70	3.40
2. Supervisor/Heads assessment of his contribution towards attainment of office accomplishments	4.75	0.30	1.42
<b>TOTAL NUMERICAL RATING</b>			<b>4.82</b>

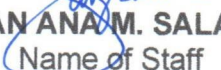
TOTAL NUMERICAL RATING: \_\_\_\_\_

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:

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

Approved:

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

**Vision:**

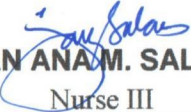
A globally competitive university for science, technology, and environmental conservation.

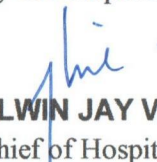
**Mission:**

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

# 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 accomplishment in accordance with the indicated measures for the period July - December, 2020.

  
**JAN ANA M. SALAR**  
 Nurse III

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

MFO/PAP's	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating		
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>
UMFMO6: General Administration Support Service							
OVPAF MFO8: University Health Services and Management							
UHS MFO 1: ISO Aligned Health Services	Percentage compliant of process under ISO standard	100% compliant to ISO standard	100%	100%	5	5	5
UHS MFO 2: Administrative Support Management & Health Services	Client-Centered Services	Zero complaints for every client served	0	0	5	5	5
	No. of times prepares DENR-EMB self-monitoring report (SMR)	Prepares DENR-EMB self-monitoring report (SMR)	2	2	5	5	5
	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.	60	55	5	5	5
	No. of times supervises in the implementation of the different health program	Supervision/coordinates/assist in the conduct of all different health program of VSU Hospital	7	12	5	4	5
UHS MFO 3: Preventive Health Services	Number of prevention and control of non-communicable disease activities conducted	Conducts activities in the prevention & control of non-communicable disease.	3	2	5	5	4



Number of prevention and control of communicable disease activities conducted (respiratory diseases, gastrointestinal diseases, genitourinary diseases, vector-borne diseases, food and water-borne diseases, animal bite, adolescent sexual and reproductive health,	Conducts activities in the prevention & control of communicable disease.	2	4	5	4	5	4.70	
Number of health promotion activities conducted	Conducts activities in the health promotion activities.	2	8	4	5	5	4.70	
Number of Mental Health awareness activities conducted	Assists in the mental health awareness activities.	1	2	5	4	5	4.70	
Percentage of students examined for pre-participation sports evaluation	Assists in the sports evaluation	1	0					non-compliance to COVID 19
Number of Substance abuse prevention and control activities conducted	Conducts and assists pertaining to substance abuse prevention and control	2	0					non-compliance to COVID 19
Number of injury/accident prevention activities conducted	Supervised/coordinates/assists pertaining to injury/accident prevention activities.	2	0					non-compliance to COVID 19
Percentage of entrance/pre-employment and periodic (regular)health assessment conducted to faculty, staff and students	Assists of entrance-employment and periodic health assessment conducted to faculty, staff and students	100%	100%	4	5	5	4.70	
Number of friendly and relevant implementation of adolescent health services	Conducts activities pertaining to adolescent health	1	2	5	4	5	4.70	
Number of effective reproductive health services	Conducts activities pertaining to reproductive health	4	2	5	5	4	4.70	
<b>UHS MFO 4: Environmental health and sanitation</b>	Number of Sanitary inspection of food establishments, dormitories, housing units, public accommodations and other public places for leisure within the campus conducted	2	1	4	4	5	4.30	
	Number of times monitors the activities relating to the pollution source	2	2	4	5	5	5.00	

	Sustainable and proactive implementation of vector-borne disease prevention and control services	Assists in sanitary inspection of dormitories, areas with housing units and accomodation services in VSU including its surroundings	1	1	5	5	5	5.00	
<b>Total Over-all Rating</b>					71	70	73	71.90	

<b>Average Rating (Total Over-all rating divided by 31)</b>			<b>4.79</b>
<b>Additional Points:</b>			
<b>Approved Additional points (with copy of approval)</b>			
<b>FINAL RATING</b>			<b>4.79</b>
<b>ADJECTIVAL RATING</b>			

**Comments & Recommendations**  
**Development Purposes:**  
*\* Upgrade your skills on Public Health Nursing.*  
*\* Attend related workshops and training courses.*

Evaluated and Rated by

ELWIN JAY V. YU, M.D.

Chief of Hospital I

Date: 3-8-2021

**1 - quality**

**2 - effieciency**

Recommending Approval:

REMBERTO A. PATINDOL

Head and VP for Admin and Finance

Date: 3/11/21

**3 - timeliness**

Approved by:

REMBERTO A. PATINDOL

Vice President for Admin and Finance

Date: 3/11/21

**4 - average**





**Annex O**

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: **July – December, 2020**

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.**

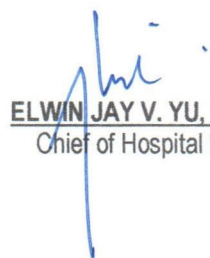
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job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

<b>A. Commitment (both for subordinates and supervisors)</b>		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				
	5	4	3	2	1
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	4.75				

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 enhance knowledge and skills in ER Management

Proposed Interventions to Improve Performance:

Date: July 2020 Target Date: December 2020

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**