



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: CINDY R. FRUTO

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	70%	3.34
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.70	30%	1.41
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING:

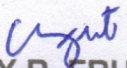
Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:


Prepared by:


CINDY R. FRUTO
Name of Staff

Reviewed by:


ELWIN JAY V. YU
Department/Office Head

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, CINDY R FRUTO, Nurse II of 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 to December 2022,

C. Fruto
CINDY R. FRUTO
NURSE II

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

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
USHER MFO1: ISO aligned Health Services	Percentage compliant of process under ISO standard	Ensure and monitor implementation /use of ISO registred documents among nursing service staff (nurses, nursing attendants and institutional workers).	100%	100%	5	5	5	5.00	
		Implement of 5S concept in the work	100%	100%	5	5	5	5.00	
		Check all medical and clinical instruments/machine/ equipment are functioning in daily preventive maintenance	100%	100%	5	5	5	5.00	
		Ensure and monitor strict implementation of all ISO registered documents among nursing service staff.	100%	100%	5	5	5	5.00	
USHER MFO2: Administrative Support Management of Health Services	Efficient & customer-friendly frontline services	Ensure timely and courteous action on all patients needs and queries by the nursing staff.	100%	100%	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLIS HMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Provide clients with proper and easy to understand instructions.	100%	100%	5	5	5	5.00	
		Assist in the orientation and reorientation of the nursing staff on their duties and responsibilities.	6	4	5	5	5	5.00	
	Client - Centered Services	Create a trusting relationship to all clients through active listening and communication for effective and efficient healthcare delivery.	100%	100%	5	5	5	5.00	
		Ensure that proper triaging of patients is strictly implemented.	100%	100%	5	5	5	5.00	
		Attend trainings on the latest trends in nursing care to improve client satisfaction.	6	3	5	4	5	4.70	
	Number of nursing service staff supervised.	As head nurse on ward station, conducts regular monitoring of patient charts to ensure proper and accurate entries by nurses.	26	97	4	5	5	4.70	Target is based on last Year Admission Census (2021)
		Assist in the supervision on the performance of nurses, nursing attendants, institutional workers and ambulance drivers.	120	118	5	5	5	5.00	
		Conducts mentoring on nurses, nursing attendants and institutional workers.	12	7	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLIS HMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Assist in scouting training programs for nurses by DOH and other training providers and ensure availment of these training programs by the nursing staff.	2	1	4	5	5	4.70	
		Assist in ensuring the proper implementation of Integrated Hospital Information Management System (IHOMIS) by the nursing staff).	1	1	5	5	4	4.70	
		Orient and reorient nurses on the 10R's of giving medications (right patient, right drug, right dose, right time and right route, right documentation, right history and assessment,, drug approached & right to refuse, right drug-drug interaction and evaluation and right education and information)	6	4	5	4	5	4.70	
		Ensure that cardex are properly filled up by nurses and patients are properly endorsed to the receiving duty nurse.	26	35	4	5	5	4.70	Target is based on last Year Admission Census (2021)
	Number of administrative functions.	Acts as reliever in any other posts left by employees who are on leave(i.e. cashier, front desk officer)	240	118	5	5	4	4.70	
		Ensures maintenance of cleanliness of emergency room, out-patient department, wards birthing room, labor room isolation room, comfort rooms and USHER grounds.	240	118	5	4	5	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLIS HMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Ensures availability and conducts inventory of medical and nursing supplies and equipment.	240	118	4	5	5	4.70	
		Ensures that surgical instruments and supplies are adequately sterilized and properly kept.	20	12	5	5	4	4.70	
		Evaluate nursing staffs and institutional workers twice a year for their renewal of contract.	2	1	5	4	5	4.70	
		Designated as USHER-Compliance Officer For Privacy	1	1	5	5	5	5.00	
		Designated as USHER-Pollution Control Officer (Attended 40-Hour Basic Pollution-Control Officer Training)	1	1					Attended 40-Hour Basic Pollution-Control Officer Training (May 16-20,2022)
		Designated as USHER-Unit base Risk Manager	1	1	5	4	5	4.70	
		Designated as USHER-Compliance Officer For Privacy	1	1	5	5	5	5.00	
		Participates in the selection and promotion of USHER employees.	12	5	5	5	5	5.00	
	No of hospital reports submitted	Prepares daily, weekly and monthly census of patients	15	15	5	4	5	4.70	
		Prepares and submit Self-Monitoring Report Of generated waste Of the Hospital quarterly to Environmental Management Bureau	2	2	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLIS HMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Prepares and submit Covid-19 vaccination Status for USHER staff,VSU employees and student.	6	6	4	5	5	4.70	
	Number of Minutes of Meeting accomplished and submitted.	Minutes of Meeting accomplished and submitted.	1	1	5	5	4	4.70	
	Percentage of patient records logged in the Hospital	Logged patient record in hospital database.	100%	100%	5	4	5	4.70	
USHER MFO3: Health and Wellnes in the New Normal	Percentage of timely ,courteous and quality provision of outpatient, inpatient and emergency services.	Assists during outpatient,inpatient and emergency consultation by making thorough initial assessment and proper referral to physician	100%	100%	4	5	5	4.70	
	Number of Nursing procedures	Nursing procedures done. (wound dressing, BP taking, immunizations, removal of suture, giving of medications)	180	200	5	5	5	5.00	
	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 vital signs and performing thorough assessment.	100%	100%	5	5	4	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 higher institution.	Assists and Coordinates with other health care facility for students who needs further treatment and evaluation.	100%	100%	4	5	5	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLIS HMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Percentage of staff, employees and their dependents who seek consult and given medical/dental treatment.	Assists during consult by taking V/S and thorough assessment.	100%	100%	4	5	5	4.70	
	Percentage of staff, employees and their dependents who needs further evaluation and treatment referred to higher	Assists and Coordinates with other health care facility for staff, employee and dependents who needs further evaluation and treatment.	100%	100%	5	5	4	4.70	
	Percentage of outsiders who seek consult and given medical/dental treatment	Assists outsider patients for consultation.	100%	100%	5	4	5	4.70	
	Percentage of outsiders who needs further evaluation and treatment referred to higher institution.	Assists and Coordinates with other health care facility for outsider patients who needs further evaluation and treatment.	100%	100%	4	5	5	4.70	
	No. of injury/accident prevention activities conducted.	Injury/Accident prevention activities conducted.	1 per year	1	5	5	4	4.70	
	Number of approved virtual / face to face training attended.	Attended an approved virtual / face to face training for skills enhancement.	2	3	5	4	5	4.70	BLS/SFA, Fire and Eartquake drill, PCO training
	Number of inhouse lecture/training attended.	Attended inhouse lecture/training.	14	6	4	5	5	4.70	Morbidity Audit per month , 2 In-house BLS/SFA Refresher (twice a year)

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLIS HMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	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 areas such as OPD, ER, DR, Hospital lobby, Ward and Pharmacy every tour of duty.	240	118	5	5	4	4.70	
	Number of packed and sterilized instruments and supplies.	Packs and sterilizes instruments and supplies.	20	12	5	4	5	4.70	
	Number of Non communicable Diseases Prevention and Control activities conducted	Conduct/assist/coordinates in the implementation of the different health promotion and disease prevention activities for Non communicable disease	5	2	4	5	5	4.70	Feb-Heart Month, May-Hypertension Awareness Month, September - Obesity Prevention; Mental Health-septembe, November-Diabetes
	Number of Communicable Diseases Prevention and Control activities conducted	Conduct/assist/coordinates in the implementation of the different health promotion and disease prevention activities for communicable disease	3	2	5	4	5	4.70	January, HIV, June-Dengue Awareness, Dec. HIV/Aids
	Number of Reproductive, Maternal and Child Health activities conducted	Conduct/assist/coordinates in the implementation of the different health promotion activities for Reproductive, Maternal and Child Health	5	3	4	5	5	4.70	March- Womens Month, April - VSU Anniversary Health and Wellness, May - Cervical Awareness Month, August-Breastfeeding and and Family Panning Awareness Month, October-Breast Cancer Awareness Month-November-Prostrate Cancer Awareness Month,

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLIS HMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of request for medics/first aider approved attended.	Assisted as medic/ first aider during events and search and rescue operation.	2	2	5	4	5	4.70	
	Number of regular water analysis conducted.	Monitor/facilitate regular water analysis.	1	1	4	5	5	4.70	
USHER MFO4: Public Health Services in the New Normal	Percentage of Returning Individuals (Employees, Dependents and Scholars) received and assessed.	Assess returning individuals upon arrival.	100%	100%	5	4	5	4.70	
	Number of food and environmental sanitation activites conducted/ facilitated.	Assists/facilitates in the planning for food and environmental sanitation activities.	1	1	4	5	5	4.70	1 per annum
		Assists/facilitates the conduct of sanitary inspection among food establishments, dormitories and boarding houses within the University.	1	1	5	4	5	4.70	
	Number of home visit done	Do home visits either to take / monitor vital signs and give medications to employees, their dependents and students living inside the campus.	2	1	4	5	5	4.70	
	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	
		Proposes Nursing Policies and Guidelines to the Nurse Supervisor for inclusion in the Hospital Manual.	1	1	4	5	5	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLIS HMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
USHER MFO7: Innovations in the New Normal	New system implemented.	Implementing the new system.	1	1	4	5	5	4.70	
Total Over-all Rating					268	269	277	272.70	

Average Rating (Total Over-all rating divided by 31)		4.78
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations

for Development Purposes:

- Upgrade in skills of Public Health Knowledge
- Attend related workshops & training courses

Evaluated and Rated by

ELWIN JAY V. YU, M.D.

Chief of Hospital I

Date: 2-20-23

Recommending Approval:

DANIEL LESLIE S. TAN

Head and VP for Admin and Finance

Date: 2-22-23

Approved by:

DANIEL LESLIE S. TAN

Vice President for Admin and Finance

Date: 2-22-23

1 - quality

2 - efficiency

3 - timeliness

4 - average



Instrument for Performance Effectiveness of Administrative Staff

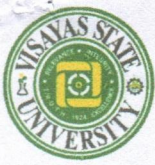
Rating Period: **July – December, 2022**

Name of Staff: **CINDY R. FRUTO**. Position: **NURSE II**

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.

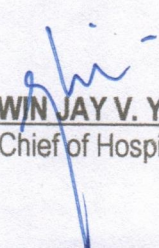
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		56				



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	4.70				

Overall recommendation : _____


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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FRUTO, Cindy R.
Performance Rating: OUTSTANDING

Aim: To improve nursing management skills and expertise in the field of assignment (ward) and encourage confidence in leadership.

Proposed Interventions to Improve Performance:

Date: July, 2022 Target Date: December, 2022

First Step: Encourage to show leadership in the maintenance of good service and ward management

Result: Able to lead staff nurse in areas of assignment and give quality output.

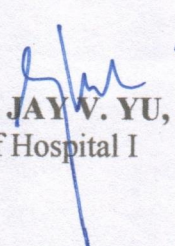
Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


ELWIN JAY W. YU, MD, MPH.
Chief of Hospital I

Conforme:


CINDY R. FRUTO