



**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	4.8	70%	3.4
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.9	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			<b>4.90</b>

TOTAL NUMERICAL RATING: 4.90


Add: Additional Approved Points, if any:           

TOTAL NUMERICAL RATING:           

FINAL NUMERICAL RATING 4.90

ADJECTIVAL RATING: Outstanding

Prepared by:

  
**CINDY R. FRUTO**  
Name of Staff

Reviewed by:

  
**ELWIN JAY V. YU**  
Department/Office Head

Recommending Approval:

  
**EDGARDO E. TULIN**  
Vice Pres. for Admin and Finance

Approved:

  
**EDGARDO E. TULIN**  
Vice Pres. for Admin and Finance

## Exhibit "B"

## INDIVIDUAL PERFORMANCE COMMITMENT &amp; 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 accomplishment in accordance with the indicated measures for the period July to December, 2023.

*Cindy R. Fruto*  
CINDY R. FRUTO  
NURSE II

3-15-24

*Elwin Jay V. Yu*  
ELWIN JAY V. YU, MD, MPH  
Chief of Hospital I

3-18-24

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
USHER MFO1: ISO aligned Health Services	Percentage compliant of process under ISO standard	Ensure and monitor implementation /use of ISO registered 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 place	100%	100%	5	5	5	5.00	
		Check all medical and clinical instruments/machine/ equipment are functioning in daily preventive maintenance	1000%	100%	5	5	5	5.00	
		Ensure and monitor strict implementation of all ISO registered documents among nursing service staff.	100%	100%	5	4	5	4.70	
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%	4	5	5	4.70	
		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.	4	2	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOM- PLISHMENT	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Client - Centered Services	Create a trusting relationship to all clients through active listening and communication for effective and efficient healthcare delivery.	100%	100%	5	4	5	4.70	
		Ensure that proper triaging of patients is strictly implemented.	100%	100%	4	5	5	4.70	
		Attend trainings on the latest trends in nursing care to improve client satisfaction.	6	100%	5	5	5	5.00	
	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.	133	100	5	4	5	4.70	Target is based on last Year Admission Census (2022)
		Assist in the supervision on the performance of nurses, nursing attendants, institutional workers and ambulance drivers.	240	180	4	5	5	4.70	
		Conducts mentoring on nurses, nursing attendants and institutional workers.	12	6	5	5	5	5.00	
		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 proper implementation of Integrated Hospital Information Management System (IHOMIS) by the nursing staff).	1	1	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOM- PLISHMENT	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		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 )	4	2	5	5	5	5.00	
		Ensure that cardex are properly filled up by nurses and patients are properly endorsed to the receiving duty nurse.	133	100	4	5	5	4.70	Target is based on last Year Admission
	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	120	5	5	5	5.00	
		Ensures maintenance of cleanliness of emergency room, out-patient department, wards birthing room, labor room isolation room, comfort rooms and USHER grounds.	240	120	5	5	5	5.00	
		Ensures availability and conducts inventory of medical and nursing supplies and equipment.	240	120	4	5	5	4.70	
		Ensures that surgical instruments and supplies are adequately sterilized and properly kept.	20	10	5	5	5	5.00	
		Evaluate nursing staffs and institutional workers twice a year for their renewal of contract.	3	2	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOM- PLISHMENT	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Designate as USHER-Pollution Control Officer	Performs mandated function as PCO	1	1	5	5	5	5.00	SUBMIT REPORTS QUARTERLY TO EMB,RENEW THE DISCHARGE PERMIT ANNUALLY
	Committee membership	Perform functions on various committees assigned	100%	100	4	5	5	4.70	
	No of hospital reports submitted	Prepares daily, weekly and monthly census of patients	30	15	5	5	5	5.00	
	Number of Minutes of Meeting accomplished and submitted.	Minutes of Meeting accomplished and submitted.	1	1	5	5	5	5.00	
	Percentage of patient records logged in the Hospital database.	Logged patient record in hospital database.	100%	100	4	5	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	5	5	4	4.70	
	Number of Nursing procedures done	Nursing procedures done. (wound dressing, BP taking, immunizations,removal of suture, giving of medications)	360	180	5	5	4	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 vital signs and performing thorough assessment.	100%	100	4	5	5	4.70	
	Percentage of students who seek consult and given medical/dental treatment.	Assists the doctors during consultation.	100%	100	5	5	4	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	5	5	4	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	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 institution.	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	5	5	5.00	
	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	5	5	4	4.70	
	No. of injury/accident prevention activities conducted.	Conduct Injury/Accident prevention activities.	1 per year	1	5	5	5	5.00	
	Number of approved virtual / face to face training attended.	Attended an approved virtual / face to face training for skills enhancement.	2	1	5	5	5	5.00	BLS/SFA, Fire and Eartquake drill, PCO training
	Number of inhouse lecture/training attended.	Attend inhouse lecture/training.	14	7	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 ACCOM- PLISHMENT	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	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	120	5	5	5	5.00	
	Number of packed and sterilized instruments and supplies.	Packs and sterilizes instruments and supplies.	20	10	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	5	5	4	4.70	September - Obesity Prevention; MentalHealth-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	1	5	5	5	5.00	Dec. HIV/Aids

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOM- PLISHMENT	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	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	3	3	5	5	5	5.00	August-Breastfeeding and and Family Panning Awareness Month, October-Breast Cancer Awareness Month-November-Prostrate Cancer Awareness Month,
	Number of request for medics/first aider approved attended.	Assist as medic/ first aider during events and search and rescue operation.	2	1	5	5	5	5.00	
	Number of regular water analysis conducted.	Monitor/facilitate regular water analysis.	2	1	5	5	5	5.00	done every 6months (July & December
<b>USHER MFO4: Public Health Services in the New Normal</b>	Number of food and environmental sanitation activites conducted/facilitated.	Assists/facilitates in the planning for food and environmental sanitation activities.	1	1	5	5	5	5.00	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	5	5	5	5.00	based on 2022 data

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOM- PLISHMENT	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	4	5	5	4.70	
		Propose Nursing Policies and Guidelines to the Nurse Supervisor for inclusion in the Hospital Manual.	1	1	5	5	4	4.70	
	New system implemented.	Implementing the new system.	1	1	5	5	5	5.00	
	VSU Health data base established	Conduct of health data base survey in the VSU community	1	1	5	4	5	4.70	
Total Over-all Rating					253	259	257	257.20	
Average Rating (Total Over-all rating divided by 31)			4.85	Comments & Recommendations for Development Purposes: - Upgrade in Skills in Public Health Knowledge - Attend related workshop and training course					
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated and Rated by

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

Chief of Hospital I

Date: 3-18-24

1 - quality

Recommending Approval:

  
**EDGARDO E. TULIN**

Head and VP for Admin and Finance

Date: 3-21-2024

3 - timeliness

Approved by:

  
**EDGARDO E. TULIN**

Vice President for Admin and Finance

Date: 3-21-2024

4 - average



**Annex O**

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: July - December, 2023

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

<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

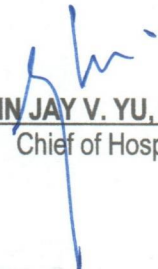
**Vision:**  
**Mission:**

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.



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				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	4.9				

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

  
**ELWIN JAY V. YU, MD, MPH**  
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 2023 Target Date: December 2023

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 V. YU, MD, MPH  
Chief of Hospital I

Conforme:

  
CINDY R. FRUTO