

**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 (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.75	70%	3.32
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.47
<b>TOTAL NUMERICAL RATING</b>			<b>4.79</b>

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

**LADY MAY C. FAELNAR**

Name of Staff

Reviewed by:

**ELWIN JAY V. YU**

Department/Office Head

Approved:

**ELWIN JAY V. YU**

Vice Pres. for Admin

and Finance



**UNIVERSITY SERVICES FOR HEALTH,  
EMERGENCY AND RESCUE (USHER)**

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PAGE 1 of 1  
**FM-VSU-03**  
V2 05-09-2023


No. **24-45**



## INDIVIDUAL PERFORMANCE COMMITMENT &amp; REVIEW FORM (IPCR)

I, LADY MAY C. FAELNAR, 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, 2024.

  
LADY MAY C. FAELNAR  
NURSE I

  
ELWIN JAY V. YU, MD, MPH  
Chief of Hospital I 1-10-25

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL	Rating				Remarks
				ACCOMPLISHMENT	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	
		Assist in ensuring that all medical and clinical instruments/machine/ equipment used by the nursing service are periodically subjected to preventive maintenance and calibration.	100%	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%	5	5	5	5.00	



MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLI SHMENT	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	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	4	5	5	5	5.00	ICD10,Lactation and Management, Training of Trainers for the Visayas Chapter: I Race Against Suicide, Exec. Course on ICS
	Number of nursing service staff supervised.	Assigned as a head nurse in the Emergency Room, conducts regular monitoring of patient charts to ensure proper and accurate entries by nurses.	133	56	5	5	5	5.00	Target is based on last Year ER Census (2023)
		Assist in the supervision on the performance of nurses, nursing attendants, institutional workers and ambulance drivers.	240	125	5	5	5	5.00	
		Conducts mentoring on nurses, nursing attendants and institutional workers.	12	5	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	5	5	5	5.00	



MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLI SHMENT	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		Assist in ensuring proper implementation of Integrated Hospital Information Management System (IHOMIS) by the nursing staff).	1	1	5	5	5	5.00	
		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	5	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	51	5	5	5	5.00	Target is based on last Year Admission Census (2023)
	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	95	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	125	5	5	5	5.00	
		Ensures that surgical instruments and supplies are adequately sterilized and properly kept.	20	6	5	5	5	5.00	



MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL	Rating				Remarks
				ACCOMPLISHMENT	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
		Evaluate nursing staffs and institutional workers twice a year for their renewal of contract.	3	2	5	5	5	5.00	
		Participates in the selection a of USHER employees.	4	0	5	5	5	5.00	
	No of hospital reports submitted	Prepares daily, weekly and monthly census of patients	30	26	5	5	5	5.00	
		Prepares accomplishment reports.	12	8	5	5	5	5.00	
		Prepares the Notifiable Diseases report and submit it every friday to Baybay CHO	12	6	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%	5	5	5	5.00	
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 done.	Nursing procedures done. (wound dressing, BP taking, immunizations,removal of suture, giving of medications)	360	125	5	5	4	4.70	



MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLI SHMENT	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	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	5	5.00	
	Percentage of students who seek consult and given medical/dental treatment.	Assists the doctors during consultation.	100%	100%	5	5	5	5.00	
	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	
	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%	5	5	5	5.00	
	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	5	5.00	
	Percentage of outsiders who seek consult and given medical/dental treatment	Assists outsider patients for consultation.	100%	100%	5	5	4	4.70	



MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLI SHMENT	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	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	
	Number of inhouse lecture/training attended.	Attend inhouse lecture/training.	14	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 areas such as OPD,ER,DR, Hospital lobby, Ward and Pharmacy every tour of duty.	240	125	4	5	5	4.70	
	Number of packed and sterilized instruments and supplies.	Packs and sterilizes instruments and supplies.	20	12	5	5	4	4.70	
	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	
	Number of request for medics/first aider approved attended.	Assist as medic/ first aider during events and search and rescue operation.	2	5	4	5	5	4.70	
<b>USHER MFO4: Public Health Services in the New Normal</b>	Number of food and environmental sanitation activities conducted/facilitated.	Assists/facilitates in the planning for food and environmental sanitation activities.	1	1	5	5	5	5.00	<b>1 per annum</b>
		Assists/facilitates the conduct of sanitary inspection among food establishments, dormitories and boarding houses within the	1	1	4	5	5	4.70	



MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLI SHMENT	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
USHER MFO5: Rescue Services	Number of Emergency and Rescue policy proposed & established.	Proposes Emergency and Rescue policies to the Chief of Hospital.	1	1	5	5	5	5.00	
		Proposes Guidelines on interhospital and interfacility referrals	1	1	5	5	5	5.00	
	Number of Emergency and Rescue team, rescue headquarters, evacuation center & equipment/ machines/ vehicles proposal pre-pared and submitted.	Assist in preparing the Emergency and Rescue Team proposal.	1	1	5	5	5	5.00	
	Number of emergency and rescue activities proposed/ conducted/participated.	Proposed and conducted emergency and rescue activities. (BLS, SFA, Fire and Earthquake Drill)	1 per year	1	5	5	5	5.00	
USHER MFO7: Innovations in the New Normal		Assist in drafting the manual/ primer for health services	1	1	5	5	5	5.00	
		Propose Nursing Policies and Guidelines to the Nurse Supervisor for inclusion in the Hospital Manual.	1	1	5	5	5	5.00	
	New system	Implementing the new system.	1	1	5	5	5	5.00	
	VSU Health data base	Conduct of health data base survey	1	1	5	5	5	5.00	
Total Over-all					241.00	244.00	240.00	242.00	
Average Rating (Total Over-all rating divided by 31)			4.75	<b>Comments &amp; Recommendations</b> for Development Purposes: <i>Attend seminars, workshops and training courses.</i>					
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated and Rated by

*ELWIN JAY V. YU, MD, MPH*

Chief of Hospital

Date: *1-10-25*

1 - quality

2 - efficiency

3 - timeliness

Approved by:

*ELWIN JAY V. YU, MD, MPH*

Vice President for Admin and Finance

Date: *1-10-25*

4 - average



PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: UNIVERSITY HEALTH SERVICES

Head of Office: ELWIN JAY V. YU, MD, MPH

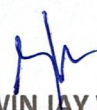
Number of Personnel: 33


Activity Monitoring	MECHANISM				Remarks
	Meeting		M e m o	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Daily & monthly census on 7-20-2024			Meeting on daily and monthly census on nursing service
		Clinical services section head meeting. August 20, 2024			DOH Compliance and Other Matters
		Nurses and nursing attendant monthly meeting. September 15, 2024			Schedule of duties; Calibration and Maintenance
		ManCom Staff Meeting. Sept. 16 and 17, 2024			Costumer feedback report (Mar, Apr, May, June, 2024); OTHER MATTERS
		Meeting. November 29, 2024			HIV Fun Run Activity
		MANCOM MEETING December 5, 2024			MONTHLY REPORTING: Financial Matters; Admin Matters; Clinical Matters; Compliance to regulatory. UPDATE OF INVENTORY EQUIPMENT & SUPPLIES (Medical and Office Supplies) COSTUMER FEEDBACK REPORT; OTHER MATTERS
Coaching					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:

  
ELWIN JAY V. YU, MD, MPH  
 Immediate Supervisor

  
ELWIN JAY V. YU, MD, MPH  
 Next Higher Supervisor



## 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 2024 Target Date: December 2024

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, MD, MPH  
Chief of Hospital I

Conforme:

  
LADY MAY C. FAELNAR





**Annex O**

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: JULY – DECEMBER, 2024

Name of Staff: LADY MAY C. FAELNAR. Position: Nurse I

**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

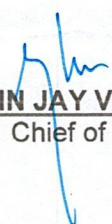






8. Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9. Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	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
Score	Total <b>59</b>				
<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	<b>4.91</b>				

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

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

