

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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	4.76	0.70	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	0.30	1.40
<b>TOTAL NUMERICAL RATING</b>			<b>4.73</b>

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

Add: Additional Approved Points, if any: \_\_\_\_\_

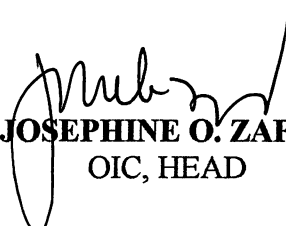
TOTAL NUMERICAL RATING: \_\_\_\_\_

ADJECTIVAL RATING: \_\_\_\_\_

Prepared by:

Reviewed by:

  
**JAN ANA B. MASENDO SALAR**  
Name of Staff

  
**JOSEPHINE O. ZAFICO**  
OIC, HEAD

Recommending Approval:

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

Approved:

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

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **Jan Ana M. Salar**, Nurse III of the VSU Hospital commits to deliver and deliver and agree to be agree to be rated on the attainment of the following targets in accordance with the indicated mesures for the period January - June 2018.

*Jan Ana M. Salar*  
**JAN ANA B. MASENDO - SALAR**  
Nurse III

*Josephine O. Zafico*  
**JOSEPHINE O. ZAFICO, M.D.**  
O.C, Univ. Health Services Office

MFO/PAP's	Success Indicator	Task Assigned	Target	Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
UMFO 5: General Administrative and Support Services									
VPAF MFO4: University Health Services and Management									
MFO 1: CLINICAL FUNCTIONS									
PI.1: Students and staff medically examined	No. of students (freshmen, transferees & old) and staff medically assisted	Assists during medical examination of students & staff which entails taking of vital signs, visual acuity and recording in patient's chart & logbooks.	650	953	5	5	5	5.00	
PI.2 Outpatient consultations to VSU students, staff and their dependents including other patients coming from nearby communities	No. of outpatient consultations to VSU students, staff, faculty and their dependents including other patients coming from nearby communities	Assists during outpatient consultation by making initial assesment, proper referral to physician, taking vital signs & proper recording on medical chart	750	1061	5	5	5	5.00	
PI.3 Admitted patients provided with primary care hospital services	No. of times collection of specimen for lab. Exam to all admitted patients	Makes rapid initial assessment, get vital signs, provide emergency nursing intervention, immediate referral to physician & proper recording on medical chart	48	76	5	5	5	5.00	
MFO 2: HEALTH PROMOTION/WELLNESS ACTIVITIES									
PI. 1 Health Promotion and Education Activities	No. of reproductive health programs conducted	Assists in the conduct of health forum	1	3	5	5	5	5.00	
	No. of times reproductive health program planning and implementation assisted	Assists in wellness activities	1	2	4	5	5	4.70	
	No. of times needed IEC materials produced and reproduced		4	6	5	4	4	4.33	

	No. of times hospital-based lecture conducted		1	3	4	5	5	4.70	
Pl. 2 Monitoring/Inspection of dormitories and food establishment within VSU campus	No. of dorm / food establishment within VSU campus monitored/inspected	Conducts monitoring on dorm / food establishment within VSU campus	1	2	5	4	4	4.33	
Pl. 3 Conduct of health for a to VSU students, faculty and staff and nearby communities.	No. of dorm / food establishment within VSU campus monitored/inspected	Conducts monitoring on dorm / food establishment within VSU campus	1	2	5	4	4	4.33	
<b>MFO 4: ADMINISTRATIVE AND SUPPORT SERVICES</b>									
	No. of times areas properly maintained and expected as to its safety, cleanliness and comfort	Routine clean-up of Nurse's Station, supervision of institutional workers in the clean-up of service areas such as OPD, ER, DR, Hospital Lobby, Ward and Comfort Rooms and premises every tour of duty	20	40	4	5	5	4.70	
	No. of times packing and sterilization of instruments done	Packs and sterilizes instruments and supplies (cotton balls, OS, towels) daily	4	8	5	5	5	5.00	
	No. of times inventory done for medical supplies & medicines stocks	Conducts regular inventory of medical supplies and medicines every month	45	90	5	5	5	5.00	
<b>Total Over-all Rating</b>					<b>57</b>	<b>57</b>	<b>57</b>	<b>57</b>	
<b>Average Rating</b>									

<b>Average Rating (Total Over-all rating divided by 31)</b>			<b>4.76</b>
<b>Additional Points:</b>			
Punctuality			
Approved Additional points (with copy of approval)			
<b>FINAL RATING</b>			
<b>ADJECTIVAL RATING</b>			

**Comments & Recommendations for Development Purposes:**

*Send for training for ER management*

Evaluated and Rated by /

JOSEPHINE O. ZAFICO, M.D.

OIC, Univ. Health Services Office

Date: \_\_\_\_\_

Recommending Approval:

REMBERTO A. PATINDOL

Head and VP for Admin and Finance

Date: \_\_\_\_\_

Approved by:

REMBERTO A. PATINDOL

Vice President for Admin and Finance

Date: \_\_\_\_\_

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2018

Name of Staff: JAN ANA M. SALAR Position: NURSE III

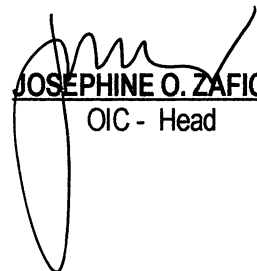
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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

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 ( <i>For supervisors only to be rated by higher supervisor</i> )	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	4.66				

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

  
**JOSEPHINE O. ZAFICO, M.D.**  
 OIC - Head

## 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: January 2018 Target Date: June 2018

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:

  
**JOSEPHINE O. ZAFICO, M.D.**  
OIC, VSU - HOSPITAL

Conforme:

  
JAN ANA M. SALAR