



**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 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.68	0.70	3.30
2. Supervisor/Heads assessment of his contribution towards attainment of office accomplishments	4.50	0.30	1.35
<b>TOTAL NUMERICAL RATING</b>			<b>4.65</b>

TOTAL NUMERICAL RATING: \_\_\_\_\_  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: \_\_\_\_\_

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

Prepared by:

Reviewed by:

  
**LADY MAY C. FAELNAR**  
Name of Staff

  
**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

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **LADY MAY C. FAELNAR**, Nursing Attendant of the VSU Hospital commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January - June, 2020

**LADY MAY C. FAELNAR**  
Nursing Attendant I

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

MFO/PAP's	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
UMFMO6: General Administration Support Service									
OVPAF MFO8: University Health Services and Management									
MFO1									
UHSMFO 1: ISO Aligned Health Services	Percentage compliant of process under ISO standard	100% compliant to ISO standard	100%	100%	5	5	5	5.00	
UHSMFO 2: Administrative Support Management & Health Services	Client-Centered Services	Zero complaints for every client served	0	0	5	5	5	5.00	
	No. of times areas properly maintained and expected as to its safety, cleanliness and comfort	Routine clean-up of Nurse's Station, supevision 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	240	20	4	5	5	4.70	
	Timely, courteous and quality provision of inpatient, outpatient and emergency services	Assists during outpatient consultation by making initial assesment, proper referral to physician; Assists ; coordinates and frontliners with the DOH and LGU with regards to COVID-19 cases.	900	280	5	5	4	4.70	
	No. of times packing and sterilization of instruments done	Packs and sterilizes instruments and supplies (cotton balls, OS, towels) daily	80	15	5	4	5	4.70	



	No. of times inventory done for medical supplies & medicines stocks	Conducts regular inventory of medical supplies and medicines every month	240	120	5	4	5	4.70	
<b>UHS MFO 3: Preventive Health Services</b>	Number of prevention and control of non-communicable disease activities conducted	Conducts activities in the prevention & control of non-communicable disease.	3	1	4	5	4	4.30	
	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, vaccination/immunization)	Conducts activities in the prevention & control of communicable disease.	2	1	5	4	5	4.70	
	Number of health promotion activities conducted	Conducts activities in the health promotion activities.	2	0	4	5	5	4.70	
	Percentage of students examined for pre-participation sports evaluation	Assists in the sports evaluation	1	0					Attend seminar/trainings in Manila from Feb. to July, 2020
	Number of Substance abuse prevention and control activities conducted	Conducts and assists pertaining to substance abuse prevention and control	2	0					Attend seminar/trainings in Manila from Feb. to July, 2020
	Number of injury/accident prevention activities conducted	Supervised/coordinates/assists pertaining to injury/accident prevention activities.	2	0					Attend seminar/trainings in Manila from Feb. to July, 2020
	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%	40%	4	5	4	4.30	Attend seminar/trainings in Manila from Feb. to July, 2020

<b>UHS MFO 5: Environemtantl health and sanitation</b>	Number of Sanitary inspection of food establishments, dormitories, housing units, public accomodations and other public places for leisure within the campus	Conduct and inspect food establishment, dormitories, housing units, public accomodations and other public places with campus.	2	0					Attend seminar/ trainings in Manila from Feb. to July, 2020
	Number of Manual/Primer for Health services produced (Health Services availment and procedures)	Assist in producing manual/primer for health service.	1	0					Attend seminar/ trainings in Manila from Feb. to July, 2020
	Schedule annual medical examination for continuing students outside of the enrollment period	Assist in annual medical examination for continuing student outside of the enrollment period.	1	0					Attend seminar/ trainings in Manila from Feb. to July, 2020
	Schedule annual health assesment for faculty and staff outside of the schedule of students	Assist in scheduling the annual health assessment for faculty	1	0					Attend seminar/ trainings in Manila from Feb. to July, 2020
	New system implemented	Assist the new system implemented.	1	0					Attend seminar/ trainings in Manila from Feb. to July, 2020
<b>Total Over-all Rating</b>					46	47	47	46.80	

<b>Average Rating (Total Over-all rating divided by 31)</b>		4.68
<b>Additional Points:</b>		
<b>Approved Additional points (with copy of approval)</b>		
<b>FINAL RATING</b>		4.68
<b>ADJECTIVAL RATING</b>		

**Comments & Recommendations for**
**Development Purposes:**

Attend related workshops and training courses.

Evaluated and Rated by

Recommending Approval:

Approved by:

ELWIN JAY V. YU, M.D.

Chief of Hospital I

 Date: 9-30-2020
REMBERTO A. PATINDOL

Head and VP for Admin and Finance

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

REMBERTO A. PATINDOL

Vice President for Admin and Finance

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

1 - quality

2 - effieciency

3 - timeliness

4 - average





## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2020

Name of Staff: LADY MAY C. FAELNAR Position: Nursing Attendant

**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.

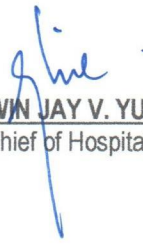
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		54				



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	4.5				

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

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



## 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: January 2020 Target Date: June 2020

First Step: Encourage to apply knowledge, attitude and skills pertaining to Emergency and

\_\_\_\_\_

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, M.D.**  
Chief of Hospital I

Conforme:

  
**LADY MAY C. FAELNAR**