



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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 | 4.75 | 0.70 | 3.33 |
| 2. Supervisor/Heads assessment of his contribution towards attainment of office accomplishments | 4.70 | 0.30 | 1.41 |
| TOTAL NUMERICAL RATING | | | 4.75 |

TOTAL NUMERICAL RATING: _____


Add: Additional Approved Points, if any: _____


TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Prepared by:

Reviewed by:



JAN ANA M. SALAR
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, **Jan Ana M. Salar**, Nurse III of the VSU Hospital commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January to June, 2020.


JAN ANA M. SALAR
Nurse III


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

| MFO/PAP's | Success Indicator | Task Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|--|---|--|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| UMFMO6: General Administration Support Service | | | | | | | | | |
| OVPAF MFO8: University Health Services and Management | | | | | | | | | |
| UHS MFO 1: ISO Aligned Health Services | Percentage compliant of process under ISO standard | 100% compliant to ISO standard | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| UHS MFO 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 prepares DENR-EMB self-monitoring report (SMR) | Prepares DENR-EMB self-monitoring report (SMR) | 2 | 2 | 5 | 5 | 5 | 5.00 | |
| | Timely, courteous and quality provision of inpatient, outpatient and emergency services | Assists during outpatient consultation by making initial assesment, proper referral to physician; Assists and coordinates with the DOH and LGU with regards to COVID-19 cases. | 60 | 25 | 5 | 5 | 5 | 5.00 | |
| | No. of times supervises in the implementation of the different health program | Supervision/coordinates/assist in the conduct of all different health program of VSU Hospital | 7 | 12 | 5 | 4 | 5 | 4.70 | |
| UHS MFO 3: Preventive Health Services | Number of prevention and control of non-communicable disease activities conducted | Conducts activities in the prevention & control of non-communicable disease. | 3 | 6 | 5 | 5 | 4 | 4.70 | |

| | | | | | | | | | |
|--|---|---|------|------|---|---|---|------|----------------------------|
| | 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, | Conducts activities in the prevention & control of communicable disease. | 2 | 6 | 5 | 4 | 5 | 4.70 | |
| | Number of health promotion activities conducted | Conducts activities in the health promotion activities. | 2 | 5 | 4 | 5 | 5 | 4.70 | |
| | Number of Mental Health awareness activities conducted | Assists in the mental health awareness activities. | 1 | 2 | 5 | 4 | 5 | 4.70 | |
| | Percentage of students examined for pre-participation sports evaluation | Assists in the sports evaluation | 1 | 0 | | | | | non-compliance to COVID 19 |
| | Number of Substance abuse prevention and control activities conducted | Conducts and assists pertaining to substance abuse prevention and control | 2 | 0 | | | | | non-compliance to COVID 19 |
| | Number of injury/accident prevention activities conducted | Supervised/coordinates/assists pertaining to injury/accident prevention activities. | 2 | 0 | | | | | non-compliance to COVID 19 |
| | 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% | 100% | 4 | 5 | 5 | 4.70 | |
| | Number of friendly and relevant implementation of adolescent health services | Conducts activities pertaining to adolescent health | 1 | 4 | 5 | 4 | 5 | 4.70 | |
| UHS MFO 4: Environmental health and sanitation | Number of effective reproductive health services | Conducts activities pertaining to reproductive health | 4 | 9 | 5 | 5 | 4 | 4.70 | |
| | Number of Sanitary inspection of food establishments, dormitories, housing units, public accommodations and other public places for leisure within the campus conducted | Conduct and inspect food establishment, dormitories, housing units, public accommodations and other public places with campus. | 2 | 2 | 4 | 4 | 5 | 4.30 | |
| | Number of times monitors the activities relating to the pollution source | Monitor activities relating to the pollution source and control facilities to ensure their compliance with air, noise and waste quality standards | 2 | 2 | 4 | 5 | 5 | 5.00 | |

| | | | | | | | | | |
|------------------------------|--|---|---|---|----|----|----|-------|--|
| | Sustainable and proactive implementation of vector-borne disease prevention and control services | Assists in sanitary inspection of dormitories, areas with housing units and accomodation services in VSU including its surroundings | 1 | 3 | 4 | 5 | 4 | 4.30 | |
| Total Over-all Rating | | | | | 70 | 70 | 72 | 71.20 | |

| | | | |
|---|--|--|-------------|
| Average Rating (Total Over-all rating divided by 31) | | | 4.75 |
| Additional Points: | | | |
| Approved Additional points (with copy of approval) | | | |
| FINAL RATING | | | 4.75 |
| ADJECTIVAL RATING | | | |
| | | | |

Comments & Recommendations

Development Purposes:

Upgrade your skills on Public Health Nursing.
Attend related workshops & training courses.

Evaluated and Rated by

ELWIN JAY V. YU, M.D.

Chief of Hospital I

Date: 9-30-2020

1 - quality

2 - effieciency

Recommending Approval:

REMBERTO A. PATINDOL

Head and VP for Admin and Finance

Date: _____

3 - timeliness

Approved by:

REMBERTO A. PATINDOL

Vice President for Admin and Finance

Date: _____

4 - average



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2020

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.

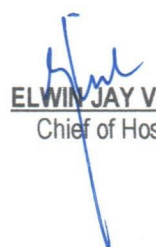
| Scale | Descriptive Rating | Qualitative Description |
|-------|--------------------|---|
| 5 | Outstanding | The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model |
| 4 | Very Satisfactory | 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 (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: SALAR, Jan Ana M.

Performance Rating: OUTSTANDING

Aim: To expand in Public Health knowledge and skills

Proposed Interventions to Improve Performance:

Date: January 2020 Target Date: June 2020

First Step: Encourage the enhancement of Public Health at work

Result: Send for training on Public Health

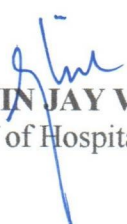
Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


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

CONFORME:


JAN ANA M. SALAR