



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	4.71	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

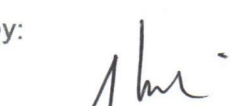
FINAL NUMERICAL RATING

ADJECTIVAL RATING:


Prepared by:


LADY MAY C. FAELNAR (SGD)
Name of Staff

Reviewed by:


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

Recommending Approval:


REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance

Approved by:

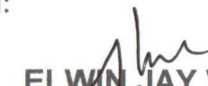

REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance

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 July to December, 2019

Approved:


LADY MAY C. FAELNAR (SGD)
 Nursing Attendant I


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

MFO/PAP's	Success Indicator	Task Assigned	Target	Accomplish ment	Rating				Remarks
					Q1	E2	T3	A4	
UMFMO6: General Administration Support Service									
OVPAF MFO8: University Health Services and Management									
MFO1									
Administrative and support services Management	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	25	111	5	5	5	5.00	
	No. of times packing and sterilization of instruments done	Packs and sterilizes instruments and supplies (cotton balls, OS, towels) daily	15	32	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	30	111	5	4	5	4.70	
MFO 2									
Primary Health Care Services	Timely, courteous and quality provision of inpatient, outpatient and emergency services	Assists during outpatient consultation by making initial assesment, proper referral to	650	1063	4	5	5	4.70	
	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	70	88	5	4	5	4.70	
MFO 3									
Preventive Health Services	Number of friendly and relevant implementation of adolescent health services	one (1) related activities like seminars, informatiin campaigns conducted	1	1	4	5	4	4.30	
	Number of regular, effective and efficient conduct of entrance and annual physical and medical examinations of students, faculty and staff	patient seen and examined in 15 minutes during his/her turn depending on his/her priority number	580	850	5	5	5	5.00	
	Number of efficient implementation of noncommunicable disease prevention and health promotion	Number of related activities and seminars and information campaigns conducted	5	5	5	4	5	4.70	
	Number of prompt and quality control, treatment and prevention of communicable diseases	Number of related activities like seminar forum info campaigns conducted	5	11	4	5	5	4.70	

	Number of effective reproductive health services	Number of related activities like seminar forum info campaigns conducted	2	2	5	4	5	4.70	
MFO 4									
Environmental health and sanitation services	Regular and effective conduct of food and water-borne disease prevention and control program	At least 2 sanitary inspection of food establishment in VSU and VSU water refilling station per year and at least 1 water analysis every 6 months of all VSU drinking water sources and distribution systems.	1	2	5	4	5	4.70	
	Sustainable and proactive implementation of vector-borne disease prevention and control services	At least 2 sanitary inspection of dormitories, areas with housing units and accommodation services in VSU including its surroundings	1	1	4	5	4	4.30	
Total Over-all Rating					61	59	63	61.2	

Average Rating (Total Over-all rating divided by 31)			4.71
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			

Comments & Recommendations for Development Purposes:

→ Training on emergency medical technician & Rescue Ser
→ attend relevant training & seminar

Evaluated and Rated by

ELWIN JAY V. YU, M.D.

Chief of Hospital I

Date: _____

1 - quality

2 - efficiency

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2019

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		58				

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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		4.83				

Overall recommendation : _____


ELWIN JAY V. YU, M.D.

Printed Name and Signature

Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: FAELNAR, Lady May C.

Performance Rating: OUTSTANDING

Aim: To develop capability to become an specialty area nurse (particularly BR/Labor room)

Proposed Interventions to Improve Performance:

Date: July 2019 Target Date: December 2019

First Step: Encourage to review DR and Labor room management

Result: Set to be sent for training on Essential Intrapartum Newborn Care and lactation management

training


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 (SGD)