



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	4.85	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.80	30%	1.44
TOTAL NUMERICAL RATING			4.84

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

Recommending Approval:

DANIEL LESLIE S. TAN
Vice Pres. for Admin and Finance

Approved:

DANIEL LESLIE S. TAN
Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & 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 accomplishments in accordance with the indicated measures for the period January to June, 2023

LADY MAY C. FAELNAR
NURSE I

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

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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%	4	5	5	4.70	
		Provide clients with proper and easy to understand instructions.	100%	100%	5	5	5	5.00	
		Assist in the orientation and reorientation of the nursing staff on their duties and responsibilities.	4	2	5	5	5	5.00	
	Client - Centered Services	Create a trusting relationship to all clients through active listening and communication for effective and efficient healthcare delivery.	100%	100%	4	5	5	4.70	
		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	3	5	5	5	5.00	
	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.	1058	600	5	5	5	5.00	Target is based on last Year ER Census (2022)
		Assist in the supervision on the performance of nurses, nursing attendants, institutional workers and ambulance drivers.	240	120	4	5	5	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Conducts mentoring on nurses, nursing attendants and institutional workers.	12	8	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	4	5	4.70	
		Assist in ensuring proper implementation of Integrated Hospital Information Management System (IHOMIS) by the nursing staff).	1	1	4	5	5	4.70	
		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	2	5	4	5	4.70	
		Ensure that cardex are properly filled up by nurses and patients are properly endorsed to the receiving duty nurse.	133	75	5	5	5	5.00	Target is based on last Year Admission Census (2022)
	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	120	5	4	5	4.70	
		Ensures maintenance of cleanliness of emergency room, out-patient department, wards birthing room, labor room isolation room, comfort rooms and USHER grounds.	240	120	4	5	5	4.70	
		Ensures availability and conducts inventory of medical and nursing supplies and equipment.	240	120	5	4	5	4.70	
		Ensures that surgical instruments and supplies are adequately sterilized and properly kept.	20	10	5	5	5	5.00	
		Evaluate nursing staffs and institutional workers twice a year for their renewal of contract.	3	2	5	4	5	4.70	
		Participates in the selection a of USHER employees.	4	2	4	5	5	4.70	
	No of hospital reports submitted	Prepares daily, weekly and monthly census of patients	30	15	5	4	5	4.70	
		Prepares accomplishment reports.	12	6	5	5	5	5.00	
		Prepares the Notifiabe Diseases report and submit it every friday to Baybay CHO	12	6	5	4	5	4.70	
	Number of Minutes of Meeting accomplished and submitted.	Minutes of Meeting accomplished and submitted.	1	1	4	5	5	4.70	
	Percentage of patient records logged in the Hospital database.	Logged patient record in hospital database.	100%	100%	5	4	5	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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%	5	4	5	4.70	
	Number of Nursing procedures done.	Nursing procedures done. (wound dressing, BP taking, immunizations,removal of suture, giving of medications)	360	180	5	4	5	4.70	
	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	4	5	4.70	
	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	5	5.00	
	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	5	5.00	
	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	5	5.00	
	No. of injury/accident prevention activities conducted.	Cconduct Injury/Accident prevention activities.	1 per year	1	4	5	5	4.70	
	Number of approved virtual / face to face training attended.	Attended an approved virtual / face to face training for skills enhancement.	2	1	5	4	5	4.70	
	Number of inhouse lecture/training attended.	Attend inhouse lecture/training.	14	7	5	5	5	4.70	
	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	120	5	5	5	5.00	
	Number of packed and sterilized instruments and supplies.	Packs and sterilizes instruments and supplies.	20	10	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	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	2	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	1	5	5	5	5.00	
USHER MFO4: Public Health Services in the New Normal	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	1 per annum
		Assists/facilitates the conduct of sanitary inspection among food establishments, dormitories and boarding houses within the University.	1	1	5	4	5	4.70	
	Number of home visit done	Do home visits either to take / monitor vital signs and give medications to employees, their dependents and students living inside the campus.	3	2	5	5	5	5.00	based on 2022 data
USHER MFO5: Rescue Service	Number of Emergency and Rescue policy proposed and 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 and	Assist in preparing the Emergency and Rescue Team proposal.	1	1	5	4	5	4.70	
	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	4	5	4.70	
	Number of emergency and rescue personnel hired and trained	Trained the newly hired emergency and rescue personnel	4	2	5	4	5	4.70	1 Driver; 1 EMT ; 1 Dispatch Officer/ shift + 1 reliever (Follow-up request for hiring)
USHER MFO7: Innovations in	Number of Manual/Primer for Health	Assist in drafting the manual/ primer for health	1	1	5	5	5	5.00	
		Propose Nursing Policies and Guidelines to the	1	1	5	4	5	4.70	
	New system implemented.	Implementing the new system.	1	1	5	5	5	5.00	
	VSU Health data base established	Conduct of health data base survey in the VSU	1	1	5	4	5	4.70	
Total Over-all Rating					272	261	280	271.60	

Average Rating (Total Over-all rating divided by 31)		4.85
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes: <i>Attend workshops and training courses.</i>

Evaluated and Rated by

ELWIN JAY V. YU, M.D.

Chief of Hospital I

Date: 11-15-23

1 - quality

Recommending Approval:

DANIEL LESLIE S. TAN

Head and VP for Admin and Finance

Date: 11/20/23

3 - timeliness

Approved by:

DANIEL LESLIE S. TAN

Vice President for Admin and Finance

Date: 11/20/23

4 - average



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2023

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.

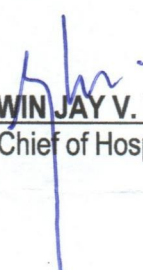
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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
Total Score	58				
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	4.8				

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 2023

Target Date: June 2023

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

Result: Must finish Emergency Medical Technician-Basic (EMT-B) Trainings.

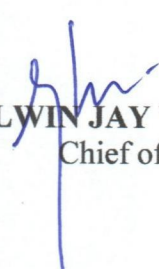
Date: _____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


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

Conforme:


LADY MAY C. FAELNAR