

OFFICE OF THE HEAD OF PERFORN ICE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines

Phone/Fax: 565-0600 local 563-7323
Email Address: prpeo@vsu.edu.ph
Website: www.vsu.edu.ph

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

CLARA P. MERCADO

Particulars (1)	Numerical Rating (2)	Percentage Weight	Equivalent Numerical Rating
(1)		70%	(2x3)
		(3)	
Numerical Rating per IPCR	4.75	0.70	3.33
Supervisor/Heads assessment of his contribution towards attainment of office accomplishments	4.70	0.30	1.41
	TOTAL NU	IMERICAL ING	4.73

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if a TOTAL NUMERICAL RATING:	any:	
ADJECTIVAL RATING:		
Prepared by:	Reviewed by:	
CLARA P. MERCADO Name of Staff		ELWIN JAY V. YU, M.D. Chief of Hospital I
Recommending Approval:		
	Sal	

DANIEL LESLIE S. TAN

Vice Pres. for Admin and Finance

Approved:

DANIEL LESLIE S. TAN

Vice Pres. for Admin and Finance

I, CLARA P. MERCADO, Admin Aide VI of the VSU - University Services for Health Emergency and Rescue Office (USHER) commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period July - December, 2021

CLARA P. MERCADO

Admin. Aide VI

ELWIN JAY V. YU, M.D.

Chief of Hospital I

					Rating				
MFO/PAPs	Success Indicator	Task Assigned	Target Jan-Dec 2021	Actual Accom- plishment	Q ¹	E ²	T ³	A ⁴	Remarks
UHSMFO 1: ISO Aligned Health Services	Percentage compliant of process under ISO standard	100% compliant to ISO standard	100%	100			5	5.00	
UHS MFO 2: Administrative	Client-Centered Services	Zero complaints for every client served	0	0	5	5	5	5.00	
Support Management & Health Services	Effective and courteous reception of payments	Payment received and receipt issued within 2 minutes	1000	800	5	5	5	5.00	
	Submission of daily sales remittance	Submitted daily sales remittance daily	240	150	5	5	5	5.00	
	Submission of monthly report to IGPO/IASO	Submitted monthly report to IGPO every 10th of succeeding month	12	6	4	5	5	4.70	
	No. of payrolls prepared JO's, Radiologist, SLA , Night shift and Hazard payrolls for casual & regular VSU Hosp staff	Preparation of payroll Radiologist/Pathologist Honoraria, SLA, Night shift, On-call & Hazard pay claims	52	115	5	5	4	4.70	
	No. of gov't forms completed	Processes PR's, RIS of Supplies, RIS of fuels, PO's, Trip tickets, Canvass, Abstracts, BUR/BUS, Vouchers, Reimbursements, Liquidation, TO's Abstract of Quotations, Travel Certificates etcs	900	600	5	5	5	5.00	
	No. of Accomplished IPCR's	Completion of OPCR and IPCR's	26	13	5	5	4	4.70	

	~				Rating				
a a ?			Target Jan-Dec	Actual Accom-					
MFO/PAPs	Success Indicator	Task Assigned	2021	plishment	Q ¹	E ²	T ³	A ⁴	Remarks
UHSMFO 3: Health and Wellness in the New Normal	Percentage of staff and employees for Entrance and Annual Medical Examination attended	Assist staff and employees for entrance and annual medical examinations	100%	100	4	4	5	4.33	
	Percentage of students who seek consult and given medical/dental treatment	Assist students who seek consult and given medical/dental treatment	100%	100	5	4	5	4.70	
	Percentage of staff, employees and their dependents who seek consult and given medical/dental treatment	Assist staff, employees and their dependents who seek consult and given medical/dental treatment	100%	100	5	4	4	4.33	
	Percentage of staff, employees and their dependents who needs further evaluation and treatment referred to higher institution	Assist staff, employees and their dependents who needs further evaluation and treatment referred to higher institution	100%	100	4	5	5	4.70	
	Percentage of outsiders who seek consult and given medical/dentaL treatment	Assist outsiders who seek consult and given medical/dentaL treatment	100%	100	5	4	5	4.70	
USHER MFO7: Innovations in the New Normal	New system implemented	Assist the new system implemented							
			1	1	4	5	5	4.70	7 2
Total Over-all Rating					66	66	67	66.56	

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

Comments & Recommendations
for Development Purposes:
Embance basic computer
skills almajnitain.
good record keeping.

Evaluated and Rated by

ELWIN JAY V. YU, M.D.

Chief of Hospital I
Date: 3/28/2022

Recommending Approval:

DANIEL LESLIE S. TAN

Head and VP for Admin and Finance

Date:____

Approved by:

DANIEL LESLIE'S. TAN

Vice President for Admin and Finance

Date:

1 - quality

2 - effieciency

3 - timeliness

4 - average



OFFICE THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: pree@vsu.edu.ph Website: www.vsu.edu.ph

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>July – December</u>, 2021

Name of Staff: CLARA P. MERCADO Position: Admin. Aide VI

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)		(Scal	е	
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		3	4		-



OFFICE THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: pree@vsu.edu.ph Website: www.vsu.edu.ph

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.		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. 		4	3	2	1			
4.	 Accepts accountability for the overall performance and in delivering the output required of his/her unit. 		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		1						
	Average Score	4	,7						

Overall recommendation	

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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MERCADO, Clara P. Performance Rating: OUTSTANDING
Aim: To improve effectiveness and expertise on record keeping management
Proposed Interventions to Improve Performance:
Date: July 2021 Target Date: December 2021
First Step: Encourage productivity in multi-tasking as it is required on her part due to a lack of manpower
Result: Efforts were seen in the management of two different areas namely: medical record and administrative roles such as cashiering and clerical tasks.
Date: Target Date:
Next Step:
Outcome:
Final Step/Recommendation:
Prepared by: ELWIN JAY V. YU, M.D. Chief of Hospital I

Conforme:

CLARAP. MERCADO