

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **CLARA P. MERCADO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	0.70	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	0.30	1.40
TOTAL NUMERICAL RATING			4.70

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

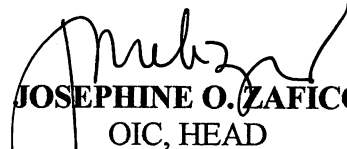
TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____


Prepared by:

Reviewed by:


CLARA P. MERCADO
Name of Staff


JOSEPHINE O. ZAFICO
OIC, HEAD

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, **CLARA P. MERCADO**, Admin. Aide VI of the VSU Hospital commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2018

Clara P. Mercado
CLARA P. MERCADO
 Admin. Aide VI

Josephine O. Zafico
JOSEPHINE O. ZAFICO, M.D.
 OIC, Univ. Health Services Office

MFO/PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Tasks related to VSU Hospital Medical & Health services	No. of paying patients for medical/dental consultation, laboratory and x-ray services	Receives payment & issues Official receipt	3000	6255	5	5	5	5.00	
	No. of accounted OR for daily sales	Accounts daily sales	3000	6255	5	5	5	5.00	
	No. of OR for daily sales remittance	Remits daily sales	230	752	5	5	5	5.00	
	No. of monthly reports submitted to IGPO	Makes monthly report for submission to IGPO & IASO	6	6	4	5	5	4.70	
	No. of patients for annual medical examination attended	Giving of forms for completion by clients	2024	6000	4	5	5	4.70	
	No. of checked requirements for medical & dental exam of students	Checks requirements for medical/dental examination: X-Ray, CBC, U/A, S/E and Med. Exam Request from Admission Office	2000	4600	5	5	4	4.70	
	No. of health education and promotion activities assisted	Assists Lecturer/Topic Team-Incharge for tarp, invitation, programs and p-point presentation	1	1	5	4	5	4.33	
	No. of medical certificates requested by patients issued within the day of request	Receives payment, issues OR's and releases MC's	1500	3500	5	5	5	5.00	
	No. of released/logged Medical Certificate	Logs & assists release of Medical Certificate	800	1540	5	5	5	5.00	
Other tasks: Support services/activities	No. of DOH & PhilHealth requirements completed for VSU Hospital Renewal of License to Operate	Completion of Renewal Form, List of Equipment, List Personnel, Annual Statistical Report, Tie-Up Contract and Acknowledgement; Latest of Audited Financial Statement, Photocopied DOH License; Photos	2	2	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	85	5	4	5	4.70
No. of JO's Appointment made	Processes appointment of 5 VSU Staff in job order status	6	8	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	806	1008	5	5	4	4.70
No. of PhilHealth Patient	Codes disease from the ICD-10 Volumes	54	68	4	5	5	4.70
	Assists PhilHealth In-charge to process PhilHealth Claims	108	136	4	5	5	4.70
No. of Accomplished IPCR's	Completion of OPCR and IPCR's	13	13	5	4	4	4.33
No. of meetings and lectures attended	Attendance of meetings, logs meeting agenda & discussion etc	2	4	4	4	5	4.33
Total Over-all Rating				79	81	81	80.29
Average Rating							

Average Rating (Total Over-all rating divided by 31)		4.72	Comments & Recom for Development Purposes: <i>Enhance knowledge and skills in medical record mgmt. thru training.</i>
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			

Evaluated and Rated by


JOSEPHINE O. ZAFICO, M.D.

OIC, Univ. Health Services Office

Date: _____

Recommending Approval:


REMBERTO A. PATINDOL

Head and VP for Admin and Finance

Date: _____

Approved by:


REMBERTO A. PATINDOL

Vice President for Admin and Finar

Date: _____

1 - quality

2 - effieciency

3 - timeless

4 - average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2018

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)		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	4.64				

Overall recommendation : _____


JOSEPHINE O. ZAFICO, M.D.
 OIC - Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MERCADO, Clara P.
Performance Rating: OUTSTANDING

Aim: To enhance knowledge and skills on record keeping management

Proposed Interventions to Improve Performance:

Date: January 2018 Target Date: June 2018

First Step: Encourage efficiency in multi-tasking at it is needed on her part due to lack of
manpower

Result: Efforts seen in management of two areas: medical record and administrative function
like cashiering and clerical task.

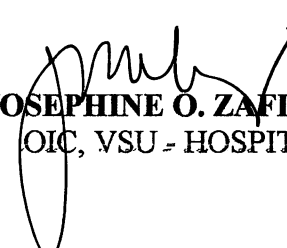
Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


JOSEPHINE O. ZAFICO, M.D.
OIC, VSU - HOSPITAL

Conforme:


CLARA P. MERCADO