

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:


CLARA P. MERCADO
Name of Staff

Reviewed by:


JOSEPHINE O. ZAFICO
OIC, HEAD

Recommending Approval:


REMBERTO A. PATINDOL
OIC, Chairman, PMT

Approved:


EDGARDO E. TULIN
President

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, 2017

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CLARA P. MERCADO

Admin. Aide VI

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 | 2750 | 4350 | 5 | 5 | 5 | 5.00 | |
| | No. of accounted OR for daily sales | Accounts daily sales | 2750 | 4350 | 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 | 4514 | 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 | 1570 | 3614 | 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 | |
| Other tasks: | No. of medical certificates requested by patients issued within the day of request | Receives payment, issues OR's and releases MC's | 700 | 1540 | 5 | 5 | 5 | 5.00 | |
| | No. of released/logged Medical Certificate | Logs & assists release of Medical Certificate | 700 | 1540 | 5 | 5 | 5 | 5.00 | |
| | 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 | |

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2017
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 | | 4.66 | | | | |

Overall recommendation : _____


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