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)			
Numerical Rating per IPCR	4.72	0.70	3.30			
 Supervisor/Head's assessment of his contribution towards attainment of office accomplishments 	4.66	0.30	1.40			
	TOTAL NUM	MERICAL RATING	4.70			

TOTAL NUMERICAL RATING: Add: Additional Approved Points, if any: TOTAL NUMERICAL RATING:	
ADJECTIVAL RATING:	
ABOLO II VILLIUI III III.	
Prepared by:	Reviewed by:
Copperato	\
CLARA P. MERCADO	JOSEPHANE Q. ZAFICO
Name of Staff	OIC, HEAD
Recommending Approval:	Mary
F	REMBERTO A. PATINDOL

Approved:

EDGARDO E. TULIN

President

OIC, Chairman, PMT

JOSEPHINE O. ZAPICO, M.D. OIC, Univ. Health Services Office

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

CLARA P. MERCADO

Admin. Aide VI

				Actual		Rating	ing		
MFO/PAPs	Success Indicator	Task Assigned	Target	Accomp lishment	Q	E ²	T ₃	A4	Remarks
Tasks related to VSU Hospital Medical & Health services	No. of paying patients for medical/dental	Receives payment & issues Official receipt							
	consultation, laboratory and x-ray services		2750	4350	2	2	2	5.00	
	No. of accounted OR for daily sales	Accounts daily sales	2750	4350	2	5	2	5.00	
	No. of OR for daily sales remittance	Remits daily sales	230	752	5	5	2	2.00	
	No. of monthly reports submitted to IGPO	Makes monthly report for submission to IGPO & IASO	9	9	4	5	2	4.70	
	No. of patients for annual medical examination		7000	47.4				1	
	attended	Giving of forms for completion by clients	7024	42.14	4	2	2	4.70	
	No. of checked requirements for medical &	Checks requirements for medical/dental examination: X-Ray,							
	dental exam of students	CBC, U/A, S/E and Med. Exam Request from Admission Office	1570	3614	2	5	4	4.70	
	No. of health education and promotion activities	Assists Lecturer/Topic Team-Incharge for tarp,							
	assisted	invitation, programs and p-point presentation	1	-	2	4	2	4.33	
	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	2	2	2.00	
	No. of released/logged Medical Certificate	Logs & assists release of Medical Certificate	700	1540	5	5	2	5.00	
Other tasks:									
Support services/activities		Completion of Renewal Form, List of Equipment, List							
	No. of DOH & PhilHealth requirements	Personnel, Annual Statistical Report, Tie-Up Contract and							
	completed for VSU Hospital Renewal of License	Acknowledgement; Latest of Audited Financial Statement,							
	to Operate	Photocopied DOH License; Photos	2	2	4	2	2	4.70	

				-				
	No. of payrolls prepared JO's, Radiologist, SLA,		-					
	Night shift and Hazard payrolls for casual &	Preparation of payroll Radiologist/Pathologist Honoraria,	-		-			
	regular VSU Hosp staff	SLA, Night shift, On-call & Hazard pay claims	52	82	5 4	5	4.70	
	No. of JO's Appointment made	Processes appointment of 5 VSU Staff in job order status	9	80	5 5	4	4.70	
		Processes PR's, RIS of Supplies, RIS of fuels, PO's, Trip tickets,						
	No. of gov't forms completed	Canvass, Abstracts, BUR/BUS, Vouchers, Reimbursements,						
		Liquidation, TO's Abstract of Quotations, Travel Certificates	806 10	1008	5	5 4	4.70	
	-	Codes disease from the ICD-10 Volumes	54	89	4	5 5	4.70	
	No. of PhilHealth Patient	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	
		Attendance of meetings, logs meeting agenda & discussion				L		
1	No. of meetings and lectures attended	etc	2	4	4 4	5	4.33	
Total Over-all Rating				79	9 81	81	80.29	
Average Rating								
Average Rating (Total Over-all rating divided by 31)	divided by 31)		4.72		Com	ments	Comments & Recom for	Į,
					Deve	lopme	Development Purposes:	S:
Additional Points:								
Punctuality								
Approved Additional points (with copy of approval)	copy of approval)							-
FINAL RATING								
ADJECTIVAL RATING								٦
Received by:	Calibrated by:	Recommending Approval:	Approved by:	ed by:				

EDGARDO E. TULIN

REMBERTO A. BATINDOL Vice President for Finance

REMBERTO A. PATINDOL

CAERESTTAL QUIÑANOLA PRPEO Date:

Date:

3 - timeless 4 - average

1 - quality 2 - effieciency

Date:

Date:

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.

	LI	icircle 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

Α.	Commitment (both for subordinates and supervisors)	0	1	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	14	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
 Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks 		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
0.	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		5	0		

	Leadership & Management (For supervisors only to be rated by higher supervisor)		5	Scale	Э	
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	4.	66	0	

Overall recommendation	:	

JOSEPHINE O. ZAFICO, M.D.