

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **MARIA BELEN J. BUZON**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	0.70	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	0.30	1.42
TOTAL NUMERICAL RATING			4.78

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Prepared by:

Maria Belen J. Buzon
MARIA BELEN J. BUZON
Name of Staff

Reviewed by:

Elwin Jay V. Yu
ELWIN JAY V. YU
Chief of Hospital I

Recommending Approval:

Remberto A. Patindol
REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance

Approved by:

Remberto A. Patindol
REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Maria Belen J. Buzon**, Dentist II of the VSU Hospital commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December, 2018

Maria Belen J. Buzon
MARIA BELEN J. BUZON, D.M.D.
 Dentist II

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

MFO/PAPs	Success Indicator	Task Assigned	Target	Accomp lishment	Rating				Re marks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services									
OVPAF MFO8: University Health Services and Management									
MFO1:									
Administrative and Support Service Management	Client-Centered Services	Zero complaints for every patient	0	0	5	5	5	5.00	
P1.1 Inventory done for medical, laboratory, dental and office supplies	No. of inventory made for dental supplies	Prepares and submits list inventory of supplies	4	6	4	5	5	4.70	
	No. of dental reports prepared & submitted	Prepares and submits Dental Monthly Report of accomplishment	6	10	5	5	4	4.70	
	No. of request done	Request dental supplies and equipment, medicines necessary to maintain operations of the dental clinic	3	6	5	4	5	4.70	
MFO 2:									
Primary Healh Care Services	Timely, courteous and quality provision of dental services	Patient seen and examined within 10mins	1000	4590	5	5	5	5.00	

	No. of dental procedures done e.g. extraction, restorative filling, prophylaxis and treatment of oral lesions of VSU students and staff	No. of dental procedures done e.g. extraction, restorative filling, prophylaxis and other treatments of oral lesions to VSU students and staff	540	929	5	5	5	5.00	
MFO 3:									
Preventive Health Services	Number of friendly and relevant implementation of adolescent Health Services	Dental Health Education conducted in	2	7	4	4	5	4.33	
	Number of regular, effective and efficient conduct of entrance and annual dental examination	Examined the patient within 15mins during his/her turn depending on his/her priority number	2000	4006	5	5	5	5.00	
Total Over-all Rating					38	38	39	38	
Average Rating									

Average Rating (Total Over-all rating divided by 31)				4.80
Additional Points:				
Punctuality				
Approved Additional points (with copy of approval)				
FINAL RATING				
ADJECTIVAL RATING				

Comments & Recommendations for Development Purposes:
Attend student training regarding Public Dental Health

Evaluated and Rated by

ELWIN JAY V. YU, M.D.

Chief of Hospital I

Date: _____

Recommending Approval:

REMBERTO A. PATINDOL

Head and VP for Admin and Finance

Date: _____

Approved by:

REMBERTO A. PATINDOL

/ice President for Admin and Finance

Date: _____

1 - quality

2 - efficiency

3 - timeliness

4 - average

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER, 2018

Name of Staff: MARIA BELEN J. BUZON. Position: Dentist II

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		57				

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	4.75				

Overall recommendation : _____


ELWIN JAY V. YU, M.D.
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BUZON, Maria Belen J.

Performance Rating: OUTSTANDING

Aim: To enhance knowledge and skills in the performance of minor dento-alveolar surgeries

Proposed Interventions to Improve Performance:

Date: July 2018 Target Date: December 2018

First Step: Encourage to attend seminar workshop course that covers minor dental surgeries.
with hands on experience.

Result: Updated knowledge and skills and improved handling of dental cases

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


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

Conforme:


DR. MARIA BELEN J. BUZON