



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MILDRED A. BERRAME**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	0.70	3.31
2. Supervisor/Heads assessment of his contribution towards attainment of office accomplishments	4.50	0.30	1.35
TOTAL NUMERICAL RATING			4.66


TOTAL NUMERICAL RATING: _____
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____

Prepared by:


MILDRED A. BERRAME
Name of Staff

Reviewed by:


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

Recommending Approval:


REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance


Approved:


REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & RENEWAL FORM (IPCR)

I, **Mildred A. Berrame**, Dental Aide of the VSU Hospital 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


MILDRED A. BERRAME
 Dental Aide


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

MFO/PAP's	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
UMFMO6: General Administration Support Service									
OVPAF MFO8: University Health Services and Management									
UHSMFO 1: ISO Aligned Health Services	Percentage compliant of process under ISO standard	100% compliant to ISO standard	100%	100%	5	5	5	5.00	
UHSMFO 2: Administrative Support Management & Health Services	Client-Centered Services	Zero complaints for every client served	0	0	5	5	5	5.00	
	No. of inventory made for dental supplies	Assist in preparation and submission of list of inventory of supplies.	8	4	4	5	5	4.70	
	No. of dental reports prepared & submitted	Assist in preparation and submission of Dental Monthly Report of accomplishment	12	6	5	5	4	4.70	
	No. of request done	Assist in requesting of dental supplies and equipment, medicines necessary to maintain operations of the dental clinic	6	6	5	4	5	4.70	
	Timely, courteous and quality provision of dental services	Assist the Dentist in seeing the patient and examined with 10 mins; Act as frontliners with regards to COVID-19.	2500	49	4	5	5	4.70	Closure of Dental facilities during quarantine period due to COVID-19 (ONLY EMERGENCY and URGENT CASES HANDLED)

	No. of dental procedures done e.g. extraction, restorative filling, prophylaxis and treatment of oral lesions to VSU students and staff	Performs curative services e.g. tooth extraction, restorative filling, scaling and curettage and emergency dental treatment to students, staff, faculty their dependents and neighboring barangays.	1080	56	4	4	5	4.30	Closure of Dental facilities during quarantine period due to COVID-19 (ONLY EMERGENCY and URGENT CASES HANDLED)
UHSMFO 3: Preventive Health Services	Percentage of Dental Health prevention, treatment and promotion activities conducted	Perform treatment of clients who visits the dental section; Conduct health promotion activities per semester.	100%	100%	5	5	4	4.70	Closure of Dental facilities during quarantine period due to COVID-19 (ONLY EMERGENCY and URGENT CASES HANDLED)
Total Over-all Rating					37	38	38	37.80	

Average Rating (Total Over-all rating divided by 31)		4.73
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.73
ADJECTIVAL RATING		

Comments & Recommendations for
for Development Purposes:

*Attend related workshops
and training courses.*

Evaluated and Rated by


ELWIN JAY V. YU, M.D.

Chief of Hospital I

Date: _____

1 - quality

2 - efficiency

Recommending Approval:


REMBERTO A. PATINDOL

Head and VP for Admin and Finance

Date: 3/11/21

3 - timeliness

Approved by:


REMBERTO A. PATINDOL

Vice President for Admin and Finance

Date: 3/11/21

4 - average



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July – December, 2020**

Name of Staff: **MILDRED A. BERRAME**. Position: **Dental Aide**

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.

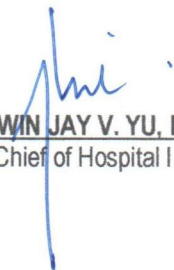
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		54				



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		4.5				

Overall recommendation : _____


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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BERRAME, Mildred A.

Performance Rating: OUTSTANDING

Aim: To enhance and maintain knowledge on dental equipment, sterilization and skills as dental aide.

Proposed Interventions to Improve Performance:

Date: July 2020 Target Date: December 2020

First Step: Encourage consistent quality performance especially in maintenance and sterility.
and ability to effectively assist the Dentist in sustaining various dental procedure

Result: Set to be sent for training for Dental Aides

Date: _____

_____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


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

Conforme:


MILDRED A. BERRAME