



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

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	4.76	0.70	3.33
2. Supervisor/Heads assessment of his contribution towards attainment of office accomplishments	4.7	0.30	1.41
<b>TOTAL NUMERICAL RATING</b>			<b>4.74</b>

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, M.D.**  
Chief of Hospital I

Recommending Approval:

*Daniel Leslie S. Tan*  
**DANIEL LESLIE S. TAN**  
Vice Pres. for Admin and Finance

Approved by:

*Daniel Leslie S. Tan*  
**DANIEL LESLIE S. TAN**  
Vice Pres. for Admin and Finance

## INDIVIDUAL PERFORMANCE COMMITMENT &amp; REVIEW FORM (IPCR)

I, **MARIA BELEN J. BUZON**, Dentist II of the VSU - University Services for Health Emergency and Rescue Office (USHER) 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 - December, 2021

*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

MFOs/PAPs	Success Indicators	Task Assigned	TARGET Jan - Dec. 2021	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
USHER MF01: ISO Aligned Health Services	Percentage compliant of process under ISO Standard	ISO Compliant to Standard	100%	100	5	5	5	5.00	
USHER MFO2: Administrative Support Management of Health Services	Efficient and customer friendly services	Zero complaint for every client served	0	0	5	5	5	5.00	
USHER MFO3: Health and Wellness in the new normal	Percentage of Dental Health prevention, treatment and promotion activities conducted.	Conducted Oral Health Education to increased awareness of the importance of effective preventive interventions.	100%	100%	4	5	5	4.70	
	Number of health promotion activities conducted	Conducted health promotion through social media.	2	1	5	5	4	4.70	
	Percentage of students who seek consultation and given dental treatment.	Gives timely and effective dental treatment to all students.	100%	100%	4	5	5	4.70	
	Percentage of staff and employees and their dependents who seek consultation given dental treatment.	Gives a compassionate dental treatment to all staff, employees and dependents.	100%	100%	5	4	5	4.70	
	Percentage of outsider who seek consult and given dental treatment.	Gives an effective and competent manual dexterity in handling dental treatment to all outsiders.	100%	100%	4	5	4	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLIS HMENT	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
USHER MFO7: Innovations in the New Normal	Number of Manual/Primer for Health services produced (Health Services availment and procedures)	To assist in drafting the manual/ primer for health services	1	1	4	5	5	4.70	
	New system implemented	Assist in implementing in the new system	1	1	5	4	5	4.70	
	Number of Hospital Operations Manual established	Assist in drafting the hospital operations manual	1	1	4	5	5	4.70	
Total Over-all Rating					32.00	34.00	33.00	47.60	

Average Rating (Total Over-all rating divided by 31)		4.76
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations  
for Development Purposes: *Participate Public Dental Health activities & attend related work shop & training courses.*

Evaluated and Rated by

*ELWIN JAY V. YU, M.D.*

Chief of Hospital I

Date: *3/28/2022*

Recommending Approval:

*DANIEL LESLIE S. TAN*

Head and VP for Admin and Finance

Date: *3/28/22*

Approved by:

*DANIEL LESLIE S. TAN*

Vice President for Admin and Finance

Date: *3/28/22*

1 - quality

2 - efficiency

3 - timeliness

4 - average



**Annex O**

**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: July – December 2021

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.**

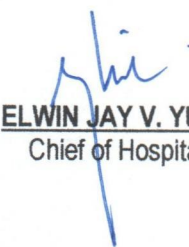
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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	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	4.7				

Overall recommendation : \_\_\_\_\_

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

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BUZON, Maria Belen J.

Performance Rating: OUTSTANDING

Aim: Enhance awareness and expertise in the performance of minor dento-alveolar surgery

Proposed Interventions to Improve Performance:

Date: July 2021 Target Date: December 2021

First Step: Encourage to attend seminar workshop course that covers minor dental surgeries.  
with realistic 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**