

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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	4.61	0.70	3.23
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	0.30	1.43
TOTAL NUMERICAL RATING			4.66

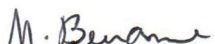
TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

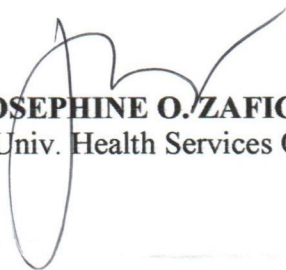
TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: _____


Prepared by:


MILDRED A. BERRAME
Name of Staff


Reviewed by:


JOSEPHINE O. ZAFICO
OIC, Univ. Health Services Office

Recommending Approval: _____


REMBERTO A. PATINDOL
OIC, Chairman, PMT

Approved:


EDGARDO E. TULIN
President

	No. of health fora assisted for VSU students, faculty & staff and nearby communities	Assist in the conduct of health forum	3	4	4	5	5	4.70
	No. of Wellness Activities assisted	Assist in wellness activities	2	2	5	4	5	4.70
	No. of hospital-based MCH lectures assisted	Assist in planning of activities for maternal & child health program	1	2	5	4	4	4.33
	No. of food establishment monitored/inspected	Conduct monitoring on food establishment & accommodation facilities within VSU Campus in accordance to approved guidelines	7	12	5	4	4	4.33
MFO 3: ADMINISTRATIVE AND SUPPORT SERVICES								
	No. of times supplies and materials prepared e.g. Sterilization, autoclaving & packing	Prepares supplies and materials for use at OPD and ward	2	3	5	4	5	4.70
Total Over-all Rating					43	40	41	41
Average Rating								
Average Rating (Total Over-all rating divided by 31)				4.61	Comments & Recommendations for Development Purposes:			
Additional Points:								
Punctuality								
Approved Additional points (with copy of approval)								
FINAL RATING								
ADJECTIVAL RATING								

Received by:


Calibrated by:


Recommending Approval:

Approved by:


TERESITA L. QUIÑANOLA
PRPEO


REMBERTO A. PATINDOL
Chairman, PMT


REMBERTO A. PATINDOL
Vice President for Finance


EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

1 - quality

3 - timeless

2 - efficiency

4 - average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - June, 2016

Name of Staff: MILDRED A. BERRAME Position: Nursing Attendant

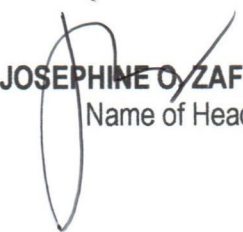
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 : _____


JOSEPHINE O. ZAFICO, M.D.
 Name of Head