

**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	4.69	0.70	3.28
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	0.30	1.42
<b>TOTAL NUMERICAL RATING</b>			<b>4.70</b>

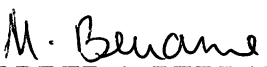
TOTAL NUMERICAL RATING: \_\_\_\_\_

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

ADJECTIVAL RATING: \_\_\_\_\_

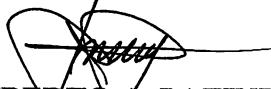
Prepared by:

  
**MILDRED A. BERRAME**  
Name of Staff

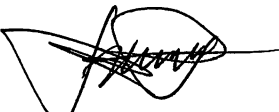
Reviewed by:

  
**JOSEPHINE O. ZAVICO**  
OIC, HEAD

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Vice Pres. for Admin and Finance

Approved:

  
**REMBERTO A. PATINDOL**  
Vice Pres. for Admin and Finance

**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

Exhibit "B"

I, **Mildred A. Berrame**, Dental Aide 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 - June, 2018

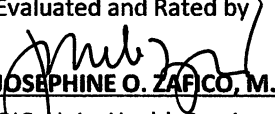
*M. Berrame*  
**MILDRED A. BERRAME**  
Dental Aide


*Josephine O. Zafico*  
**JOSEPHINE O. ZAFICO, M.D.**  
OIC, Univ. Health Services Office


MFO/PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Re marks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
VSU Hospital Medical & Health services									
I) Clinical Function	No. of dental procedures assisted e.g. Extraction, restoration, filling, prophylaxis & tratement of oral lesions to VSU students, staff, faucly, their dependents & neighboring barangays.	Assists the dentis in curative services performed to students staff dependents & neighbouring barangays.	400	873	5	5	5	5.00	
II) Health Promotion & Preventive Services	No. of oral examination assited to new VSU students	Assists oral examination to new students as a pre-requisite for enrolment	600	1099	4	5	5	4.70	
	No.of annual oral examination assisted to continuing students	Assists the dentists in the annual oral examination of continuing students	400	944	5	5	4	4.70	
	No. of oral health education assisted	Assists oral health education to students, staff employees in dormitories, offices, canteens and distribute IEC materials	1	3	4	5	5	4.70	
III) Administrative functions	No. of Dental Reports assised	Asissts in the preparation & submission of dental monthly report	300	571	5	5	4	4.70	

	No. of times inventory of dental supplies assisted	Assists in the preparation & submission of dental supplies inventory report	4	6	5	4	5	4.70	
	No. of requests assisted	Assists in the request of dental supplies and equipment & medicines	2	2	4	5	4	4.33	
	No. of times dental clinic maintained & cleaned	Maintains the cleanliness of the Dental Clinic twice a day (am & pm)	250	250	4	5	5	4.70	
	No. of times dental supplies & instrument prepared & sterilized		140	140	5	4	5	4.70	
Total Over-all Rating					41	43	42	42	
Average Rating									

Average Rating (Total Over-all rating divided by 31)			4.69	Comments & Recommendations for Development Purposes:  Encourage consistent quality performance of dental aide. May attend training on dental/hosp. equipment specific techniques & infection control
Additional Points:				
Punctuality				
Approved Additional points (with copy of approval)				
FINAL RATING				
ADJECTIVAL RATING				

Evaluated and Rated by  
  
**JOSEPHINE O. ZAFICO, M.D.**  
OIC, Univ. Health Services Office  
Date: \_\_\_\_\_

Recommending Approval:  
  
**REMBERTO A. PATINDOL**  
Head and VP for Admin and Finance  
Date: \_\_\_\_\_

Approved by:  
  
**REMBERTO A. PATINDOL**  
Vice President for Admin and Finance  
Date: \_\_\_\_\_

1 - quality

2 - efficiency

3 - timeless

4 - average

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2018

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

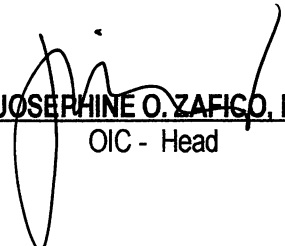
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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		57				

B. Leadership & Management ( <i>For supervisors only to be rated by higher supervisor</i> )	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.**  
 OIC - Head

## 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: January 2018 Target Date: June 2018

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:

  
**JOSEPHINE O. ZAFICO, M.D.**  
OIC, VSU - HOSPITAL

Conforme:

  
MILDRED A. BERRAME