



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P


Name of Administrative Staff: **CLARA P. MERCADO**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.74	0.70	3.30
2. Supervisor/Heads assessment of his contribution towards attainment of office accomplishments	4.60	0.30	1.40
TOTAL NUMERICAL RATING			4.70


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

ADJECTIVAL RATING: _____


Prepared by:


CLARA P. MERCADO
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 & REVIEW FORM (IPCR)

I, **Clara P. Mercado**, Admin. Aide VI 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 January to June, 2020.

CLARA P. MERCADO
Admin. Aide VI

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

MFO/PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services									
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	
UHS MFO 2: Administrative Support Management & Health Services	Client-Centered Services	Zero complaints for every client served	0	0	5	5	5	5.00	
	Effective and courteous reception of payments	Payment received and receipt issued within 2 minutes	1000	693	5	4	5	4.70	
	Submission of daily sales remittance	Submitted daily sales remittance daily	120	81	5	5	4	4.70	
	Submission of monthly report to IGPO/IASO	Submitted monthly report to IGPO every 10th of succeeding month	12	6	4	5	5	4.70	
	No. of payrolls prepared JO's, Radiologist, SLA , Night shift and Hazard payrolls for casual & regular VSU Hosp staff	Preparation of payroll Radiologist/Pathologist Honoraria, SLA, Night shift, On-call & Hazard pay claims	52	85	5	5	4	4.70	
	No. of gov't forms completed	tickets, Canvass, Abstracts, BUR/BUS, Vouchers, Reimbursements, Liquidation, TO's Abstract of Quotations, Travel Certificates etc	900	1008	5	5	5	4.70	
	No. of Accomplished IPCR's	Completion of OPCR and IPCR's	26	13	5	5	5	5.00	
UHSMFO 3: Preventive Health Services	Percentage of entrance/pre-employment and periodic (regular)health assessment conducted to faculty, staff and students	Assist of entrance-employment and periodic health assessment conducted to faculty, staff and students	100%	100%	4	5	5	4.70	

UHSMF0 5: Environmental Health and Sanitation Services	Schedule annual medical examination for continuing students outside of the enrollment period	Assist in annual medical examination for continuing student outside of the enrollment period.	1	1	4	4	5	4.30
	Schedule annual health assesment for faculty and staff outside of the schedule of students	Assist in scheduling the annual health assessment for faculty	1	1	5	4	5	4.70
	New system implemented	Assist the new system implemented.	1	1	4	5	4	4.70
Total Over-all Rating					56	57	57	56.90

Average Rating (Total Over-all rating divided by 31)		4.74
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.74
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes:
 Enhance basic computer skills & maintain good record keeping practices.

Evaluated and Rated by


ELWIN JAY V. YU, M.D.

Chief of Hospital I

Date: 9-30-2020

1 - quality

2 - effieciency

Recommending Approval:



REMBERTO A. PATINDOL

Head and VP for Admin and Finance

Date: _____

3 - timeliness

Approved by:


REMBERTO A. PATINDOL

Vice President for Admin and Finance

Date: _____

4 - average



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2020

Name of Staff: CLARA P. MERCADO Position: Admin. Aide VI

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.

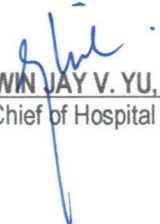
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job 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		55				



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		4.60				

Overall recommendation : _____


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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MERCADO, Clara P.

Performance Rating: OUTSTANDING

Aim: To improve effectiveness and expertise on record keeping management

Proposed Interventions to Improve Performance:

Date: January 2020 Target Date: June 2020

First Step: Encourage productivity in multi-tasking as it is required on her part due to a lack of manpower

Result: Efforts were seen in the management of two different areas namely: medical record and administrative roles such as cashiering and clerical tasks.


Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


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

Conforme:


CLARA P. MERCADO