



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Mildred A. Berrame

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.73	70%	3.31
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.43
TOTAL NUMERICAL RATING			4.74

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:

M. Berrame
MILDRED A. BERRAME
Name of Staff

Reviewed by:

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

Recommending Approval:

Remberto A. Patindol
REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance

Approved by:

Remberto A. Patindol
REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW 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 accomplishments in accordance with the indicated measures for the period July to December, 2019.


MILDRED A. BERRAME
 Dental Aide

Approved:


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

MFO/PAPs	Success Indicator	Task Assigned	Target	Accomp lishment	Rating				Re marks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services									
OVPAF MFO8: University Health Services and Management									
MFO1:									
Administrative and Support Service Management	Client-Centered Services	Zero complaints for every patient	0	0	5	5	5	5.00	
P1.1 Inventory done for medical, laboratory, dental and office supplies	No. of inventory made for dental supplies	Assist in preparation and submission of list inventory of supplies	4	6	5	5	4	4.70	
	No. of dental reports prepared & submitted	Assist in preparation and submission of Dental Monthly Report of accomplishment	6	6	4	4	5	4.33	
	No. of request done	Assist in requesting of dental supplies and equipment, medicines necessary to maintain operations of the dental clinic	3	6	5	5	4	4.70	
MFO 2:									
Primary Healh Care Services	Timely, courteous and quality provision of dental services	Assist the Dentist in seeing the patient and examined within 10mins	500	1012	5	5	4	4.70	

	No. of dental procedures done e.g. extraoral, restorative filling, prophylaxis and treatment of oral lesions to VSU students and staff	Assist the Dentist in performing curative services e.g. tooth extraction, restorative filling, scaling and curettage and emergency dental treatment to students, staff, faculty their dependents and neighboring barangays.	540	743	4	5	5	4.70	
MFO 3:									
Preventive Health Services	Number of friendly and relevant implementation of adolescent Health Services	Assist the Dentist in the Dental Health Education conducted	2	6	5	5	4	4.70	
	Number of regular, effective and efficient conduct of entrance and annual dental examination	Assist the Dentist in seeing the patient and examined within 15mins during his/her turn depending on his/her priority number	1500	3880	4	5	5	5.00	
Total Over-all Rating					37	39	36	38	

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

Comments & Recommendations for Development Purposes:

offer relevant training & seminars

Evaluated and Rated by

ELWIN JAY V. YU, M.D.

Chief of Hospital I

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 - timeliness

4 - average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2019

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				

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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 : _____


ELWIN JAY V. YU, M.D.

Printed Name and Signature

Head of Office

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 2019 Target Date: December 2019

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: _____

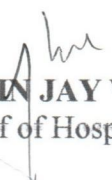
_____ Target Date: _____

Next Step: _____

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


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

Conforme:


MILDRED A. BERRAME