



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.77	70%	3.33
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING: _____

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING _____

ADJECTIVAL RATING: _____

Prepared by:


CLARA P. MERCADO
Name of Staff

Reviewed by:


ELWIN JAY V. YU
Department/Office Head

Recommending Approval:


DANIEL LESLIE S. TAN
Vice Pres. for Admin and Finance

Approved:


DANIEL LESLIE S. TAN
Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **CLARA P. MERCADO**, Admin Aide VI of the VSU - USHER 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, 2022


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	
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	100%	100%	5	4	5	4.70	
	Submission of daily sales remittance	Submitted daily sales remittance daily	100%	100%	5	5	5	5.00	
	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	152	35	5	5	4	4.70	
	No. of gov't forms completed	Processes PR's, RIS of Supplies, RIS of fuels, PO's, Trip tickets, Canvass, Abstracts, BUR/BUS, Vouchers, Reimbursements, Liquidation, TO's Abstract of Quotations, Travel Certificates etc	100%	100%	4	5	5	4.70	
	No. of Accomplished IPCR's	Completion of OPCR and IPCR's	26	13	5	5	4	4.70	

MFO/PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UHSMFO 3: Health and Wellness in the New Normal	Percentage of staff and employees for Entrance and Annual Medical Examination attended	Assist staff and employees for entrance and annual medical examinations	100%	100%	4	5	5	4.70	
	Percentage of students who seek consult and given medical/dental treatment	Assist students who seek consult and given medical/dental treatment	100%	100%	5	4	5	4.70	
	Percentage of staff, employees and their dependents who seek consult and given medical/dental treatment	Assist staff, employees and their dependents who seek consult and given medical/dental treatment	100%	100%	5	5	4	4.70	
	Percentage of staff, employees and their dependents who needs further evaluation and treatment referred to higher institution	Assist staff, employees and their dependents who needs further evaluation and treatment referred to higher institution	100%	100%	4	5	5	4.70	
	Percentage of outsiders who seek consult and given medical/dental treatment	Assist outsiders who seek consult and given medical/dental treatment	100%	100%	5	4	5	4.70	
USHER MFO7: Innovations in the New Normal	New system implemented	Assist the new system implemented	1						to be complied to Dec. 2022
Total Over-all Rating					61	62	62	62.00	

Average Rating (Total Over-all rating divided by 31)		4.77
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes:

- Enhance basic skills in computer
- Maintain record properly

Evaluated and Rated by

ELWIN JAY V. YU, M.D.

Chief of Hospital I

Date: 9-5-22

Recommending Approval:

DANIEL LESLIE S. TAN

Head and VP for Admin and Finance

Date: _____

Approved by:

DANIEL LESLIE S. TAN

Vice President for Admin and Finance

Date: _____

1 - quality

2 - efficiency

3 - timeliness

4 - average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2022Name 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

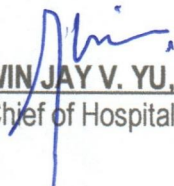
A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits 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

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Total Score						
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		57				
Average Score		4.75				

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 2022

Target Date: June 2022

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