

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF**Name of Administrative Staff: **MARIA BELEN J. BUZON**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.71	0.70	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	0.30	1.43
<b>TOTAL NUMERICAL RATING</b>			<b>4.73</b>

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

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

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

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

Prepared by:


*Maria Belen J. Buzon***MARIA BELEN J. BUZON**

Name of Staff


Reviewed by:

  
**JOSEPHINE Q. ZAFICO**  
OIC, Head

Recommending Approval:

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

Approved by:

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

## INDIVIDUAL PERFORMANCE COMMITMENT &amp; REVIEW FORM (IPCR)

I, **Maria Belen J. Buzon**, Dentist II 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 to June, 2018.

*Maria Belen J. Buzon*  
**MARIA BELEN J. BUZON, D.M.D.**  
 Dentist II

*Josephine O. Zamora*  
**JOSEPHINE O. ZAMORA, M.D.**  
 OIC, Univ. Health Services Office

MFO/PAPs	Success Indicator	Task Assigned	Target	Accomp lishment	Rating				Re marks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 5: General Administrative and Support Services									
VPAF MFO4: University Health Services and Management									
MFO 1: CLINICAL FUNCTIONS									
PI. 1: Health promotion & education activities	No. of oral health instruction given to VSU populace during treatment.	Gives oral health instruction/education to VSU populace during the course of treatment	300	571	4	5	5	4.7	
	P2. Students dental examination	No. of continuing students orally examined	Performs periodic oral examination & health counselling to continuing students	400	944	5	4	5	4.7
P3. Dental fora conducted to VSU students & staff	No. new students orally examined	Performs oral examination & health counselling to new students as a prerequisite for enrolment	600	1099	5	5	4	4.7	
	No. of dental health education conducted to students of VSU main and external campuses	Conduct oral health education to students, staff & employees in dormitories, canteens and distribute IEC materials	1	1	5	5	5	5	
PI. 4 Patients provided with primary care hospital services	No. of dental certificates issued	Issuance of dental certificates requested by patients	7	7	5	5	5	5	
	No. of referrals made	Referrals made	1	2	5	5	4	4.7	
MFO 3: SCHOOL DENTAL SERVICES									
PI. 1 Dental Procedures done e.g. Extraction, retorative filling, prophylaxis & treatment or oral lesions to VSU students, staff, faculty, their dependent and neighboring barangays	No. of dental procedures done e.g. extraction, retorative filling, prophylaxis & treatment or oral lesions to VSU students, staff, faculty, their dependent and neighboring barangays	Performs curative services e.g. tooth extraction, restorative filling, scaling and curretage & emergency dental treatment to students, staff, faculty, their dependents and neighboring barangays.	400	873	5	4	5	4.7	

MFO 4: ADMINISTRATIVE AND SUPPORT SERVICES									
Pl. 2 Inventory done for medical, laboratory, dental and office supplies	No. of inventory made for dental supplies	Prepares and submits list inventory of supplies	4	6	4	5	4	4.3	
	No. of dental reports prepared & submitted	Prepares and submits Dental Monthly Report of accomplishment	4	6	5	4	4	4.3	
	No. of request done	Request dental supplies and equipment, medicines necessary to maintain operations of the dental clinic	2	2	5	5	4	4.7	
Total Over-all Rating					44	42	40	47	
Average Rating									

Average Rating (Total Over-all rating divided by 31)			4.71	<b>Comments &amp; Recommendations for Development Purposes:</b> <i>Enhance knowledge and skills in the performance of minor dental-alveolar surgery</i>
Additional Points:				
Punctuality				
Approved Additional points (with copy of approval)				
FINAL RATING				
ADJECTIVAL RATING				

Evaluated and Rated by

JOSEPHINE O. ZAFIRO, 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

## Annex O

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January - June 2018Name of Staff: MARIA BELEN J. BUZON Position: Dentist II

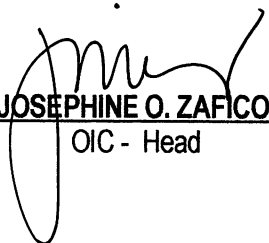
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

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.**  
 OIC - Head

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BUZON, Maria Belen J.

Performance Rating: OUTSTANDING

Aim: To enhance knowledge and skills in the performance of minor  
dento-alveolar surgeries

Proposed Interventions to Improve Performance:

Date: January 2018

Target Date: June 2018

First Step: Encourage to attend seminar/workshop course that covers  
minor dental surgeries with hands on experience

Result: Updated knowledge and skills and improved  
handling of dental cases

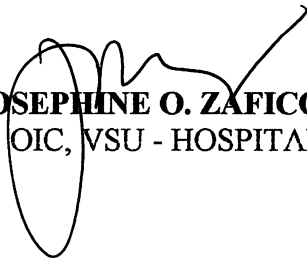
Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:

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

Conforme:

  
DR. MARIA BELEN J. BUZON