

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

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	4.70	0.70	3.29
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	0.30	1.42
TOTAL NUMERICAL RATING			4.71

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

ADJECTIVAL RATING: _____

Prepared by:

Reviewed by:


CLARA P. MERCADO
Name of Staff


JOSEPHINE O. ZAFICO
OIC, HEAD

Recommending Approval:


REMBERTO A. PATINDOL
OIC, Chairman, PMT

Approved:


EDGARDO E. TULIN
President

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 July to Dec. 2017


CLARA P. MERCADO
Admin. Aide VI


JOSEPHINE D. ZAFICO, M.D.
OIC, Univ. Health Services Office

MFO/PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Tasks related to VSU Hospital Medical & Health services	No. of paying patients for medical/dental consultation, laboratory and x-ray services	Receives payment & issues Official receipt							
	No. of accounted OR for dialy sales	Accounts daily sales	1500	6000	5	5	5	5	5.00
	No. of OR for daily sales remittance	Remits daily sales	1500	6000	5	5	5	5	5.00
	No. of monthly reports submitted to IGPO	Remits daily sales	30	68	5	5	5	5	5.00
	No. of patients for annual medical examination attended	Makes monthly report for submission to IGPO & IASO	6	6	4	5	5	5	4.70
	No. of checked requirements for medical & dental exam of students	Giving of forms for completion by clients	1500	4514	4	5	5	5	4.70
	No. of health education and promotion activities assisted	Checks requirements for medical/dental examination: X-Ray, CBC, U/A, S/E and Med. Exam Request from Admission Office	1500	3614	5	5	4	4	4.70
Other tasks: Support services/activities	No. of medical certificates requested by patients issued within the day of request	Assists Lecturer/Topic Team-Incharge for tarp, invitation, programs and p-point presentation	1	1	5	4	5	5	4.30
	No. of released/logged Medical Certificate	Receives payment, issues OR's and releases MC's	1500	2000	4	5	5	5	4.70
	No. of DOH & PhilHealth requirements completed for VSU Hospital Renewal of License to Operate	Logs & assists release of Medical Certificate	1500	2000	4	5	5	5	4.70
		Completion of Renewal Form, List of Equipment, List Personnel, Annual Statistical Report, Tie-Up Contract and Acknowledgement; Latest of Audited Financial Statement, Photocopied DOH License; Photos							
			2	2	4	5	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	4	5	4.70
No. of JO's Appointment made	Processes appointment of VSU Staff in job order status	6	8	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	806	1008	5	5	4	4.70
No. of PhilHealth Patient	Codes disease from the ICD-10 Volumes	54	68	4	5	5	4.70
No. of Accomplished IPCR's	Assists PhilHealth In-charge to process PhilHealth Claims	108	136	4	4	5	4.33
No. of meetings and lectures attended	Completion of OPCR and IPCR's	13	13	5	5	5	5.00
	Attendance of meetings, logs meeting agenda & discussion etc	2	4	4	4	5	4.33
Total Over-all Rating				77	81	82	79.96
Average Rating							

Comments & Recom for Development Purposes:

Average Rating (Total Over-all rating divided by 31)	4.70
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	
ADJECTIVAL RATING	

Received by:


TERESITA L. QUINANOLA
PRPEO

Calibrated by:


REMBERTO A. PATINDOL
OIC, PMT

Recommending Approval:


REMBERTO A. PATINDOL
Vice President for Finance

Approved by:


EDGARDO E. TULIN
President

Date: _____

1 - quality
2 - efficiency

Date: _____

3 - timeless
4 - average

Date: _____

Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DEC, 2017
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		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