



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MARIA BELEN J. BUZON**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.81	70%	3.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.85

TOTAL NUMERICAL RATING: 4.85

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: Outstanding

Prepared by:

Maria Belen J. Buzon
MARIA BELEN J. BUZON
Name of Staff

Reviewed by:

Elwin Jay V. Yu
ELWIN JAY V. YU
Department/Office Head

Recommending Approval: _____

Daniel Leslie S. Tan
DANIEL LESLIE S. TAN
Vice Pres. for Admin and Finance

Approved: _____

Daniel Leslie S. Tan
DANIEL LESLIE S. TAN
Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Maria Belen J. Buzon, **University Dentist II**, of VSU - University Services for Health Emergency and Rescue Office (USHER) 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 ~~December~~ ^{June}, 2023.
~~December, 2023~~ ^{June}

Maria Belen J. Buzon
MARIA BELEN J. BUZON
 University Dentist II VSU - USHER *11-15-23*

Elwin Jay V. Yu
ELWIN JAY V. YU, M.D. MPH
 Chief of Hospital I *11-15-23*

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
USHER MFO1: ISO Aligned Health Services	Percentage compliant of process under ISO standard.	Ensure and monitor implementation/use of ISO registered documents in the Dental Section.	100%	100	5	5	5	5.00	
		Prepares and submit quality procedure for the availment of dental services.	100%	100	4	5	5	4.70	
		Ensures and monitors strict implementation of 5s concept in the section.	100%	100	5	5	4	4.70	
		Ensure that all dental equipment and instruments are periodically subjected to preventive maintenance and calibration.	100%	100	5	5	5	5.00	
	No. of dental forms registered and revised in QAC.	Prepares/revises dental health form for discussion with COH and subsequent registration at QAC.	100%	100	5	4	5	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
USHER MFO2: Administrative Support Management of Health Services	Efficient & customer friendly frontline services	Ensure timely and courteous action on all patient needs and queries.	Zero complaint for every patient.	100	5	5	5	5.00	
		Ensures that patient understands their condition to elicit cooperation from them in the management of their dental problems as well as possible complications.	100%	100	4	5	5	4.70	
		Provide clients with proper and easy to understand instructions.	100%	100	5	5	4	4.70	
		Attends training on customer satisfaction, work attitudes/values, mental health and wellness in the workplace, employee skill enhancement, frontline and excellent dental services.	100%	100	5	5	5	5.00	
		Monitor implementation of customer feedback to ensure client satisfaction and communicate the same to the dental assistant.	100%	100	5	5	5	5.00	
		Complies with standards set by accrediting agencies (ISO, Phil-health, AACUP)	3	3	4	5	5	4.70	
	Client-centered services	Ensures patient safety, comfort and satisfaction at all times.	100%	100	5	5	4	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Updates profession through attendance to seminars, trainings and for a to keep in touch with new modes of management and dental procedures.	1	1	4	5	5	4.70	
		Attends and participates in the USHER in-house continuing medical education activities.	1	1	5	4	5	4.70	
	Number of Administrative functions performed.	Assumes over all supervision of the Dental Section	100%	100	5	5	5	5.00	
		Ensures that logbooks are properly filled and maintained.	100%	100	5	4	5	4.70	
		Ensures that daily monthly census are submitted in preparation for the quarterly and annual reports of the Dental Section.	100%	100	5	5	4	4.70	
		Check and approved the daily, monthly, quarterly, bi-annual and annual census.	100%	100	4	5	5	4.70	
		Monitors availability of supplies and conducts inventory so that stocks at are 50% available at all times.	12	6	5	4	5	4.70	
		Maintains and monitors all dental equipment and surgical instruments periodically.	100%	100	4	5	5	4.70	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Attends to Usher meetings, planning sessions and other related activities.	5	3	5	4	5	4.70	
		Ensures that dental instruments are properly sterilized and are available at all times.	100%	100	4	5	5	4.70	
		Ensures cleanliness of the dental section following proper waste disposal.	100%	100	5	5	4	4.70	
	Percentage of Clinical services performed	Performs dental consultation to all clients.	100%	100	5	4	5	4.70	
		Performs various dental procedures to all patients	100%	100	4	5	5	4.70	
		Performs chairside counseling and instructions while doing dental surgical procedure.	100%	100	5	5	5	5.00	
		Propose procurement and installation of Dental Unit and Chair.	1	1	4	5	5	4.70	
USHER MF04: PUBLIC HEALTH SERVICES in the New Normal	Percentage of Dental Public health Services.	Conduct Annual Oral Examination and counseling	100%	100	5	5	5	5.00	
		Conducts Oral Health Education and Awareness among VSU students and employees.	4	2	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Prepares new normal protocols to be observed in the dental section.	1	1	5	5	4	4.70	
		Prepares and submit dental health status of VSU students for decision making for prioritization on the provision of the dental services.	1	1	5	5	5	5.00	
USHER MF07: Innovation in the New Normal	Number of Dental Section's Operations manual established.	Prepares revision dental section operation's manual.	1	1	5	4	5	4.70	
	Integrated Hospital Management Information System (IHOMIS) and database implemented and maintained.	Ensure that IHOMIS and database are properly implemented and maintained.	1	1	5	5	5	5.00	
Total Over-all Rating					156	158	159	158	

Average Rating (Total Over-all rating divided by 31)		4.80
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.80
ADJECTIVAL RATING		

Comments & Recommendations for
Development Purposes:
- Participate Public Health (Dental) activities.
- Attend related workshop/training courses.

Evaluated and Rated by

ELWIN JAY V. YU, MD, MPH

Chief of Hospital I

Date: 11/15/23

Recommending Approval:

DANIEL LESLIE S. TAN

Head and VP for Admin and Finance

Date: 11/20/23

Approved by:

DANIEL LESLIE S. TAN

Vice President for Admin and Finance

Date: 11/20/23

1 - quality

2 - efficiency

3 - timeliness

4 - average



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June, 2023

Name 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	58				
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	4.83				

Overall recommendation : _____


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

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BUZON, Maria Belen J.

Performance Rating: OUTSTANDING

Aim: Enhance awareness and expertise in the performance of minor dento-alveolar surgery

Proposed Interventions to Improve Performance:

Date: January 2023 Target Date: June 2023

First Step: Encourage to attend seminar workshop course that covers minor dental surgeries.
with realistic experience

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

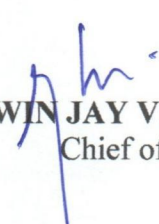
Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


ELWIN JAY V. YU, MD, MPH
Chief of Hospital I

Conforme:


DR. MARIA BELEN J. BUZON