

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	4.65	0.70	3.26
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.76	0.30	1.45
TOTAL NUMERICAL RATING			4.71

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 O. Zafico
JOSEPHINE O. ZAFICO
OIC, Univ. Health Services Office

Recommending Approval:

Remberto A. Patindol
REMBERTO A. PATINDOL
OIC, Chairman, PMT

Approved:

Edgardo E. Tulin
EDGARDO E. TULIN
President

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.	750	1233	5	4	4	4.33	
MFO 4: ADMINISTRATIVE AND SUPPORT SERVICES									
PI. 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	4.33	
	No. of dental reports prepared & submitted	Prepares and submits Dental Monthly Report of	6	8	4	5	4	4.33	
	No. of request done	Request dental supplies and equipment, medicines necessary to maintain operations of the dental clinic	3	6	4	5	5	4.70	
Total Over-all Rating					42	42	41	46	
Average Rating									

Average Rating (Total Over-all rating divided by 31)			4.65
Additional Points:			
Punctuality			
Approved Additional points (with copy of approval)			
FINAL RATING			
ADJECTIVAL RATING			


Comments & Recommendations for Development Purposes:

Received by:

Calibrated by:

Recommending Approval:

Approved by:


TERESITA L. QUIÑANOLA

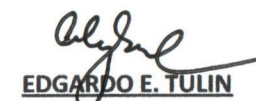
PRPEO


REMBERTO A. PATINDOL

Chairman, PMT


REMBERTO A. PATINDOL

Vice President for Finance


EDGARDO E. TULIN

President

Date: _____

Date: _____

Date: _____

Date: _____

1 - quality

3 - timeless

2 - efficiency

4 - average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July - December 2016

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					24
Average Score					4.82

Overall recommendation : _____

JOSEPHINE O. ZAFICO, M.D.
Name of Head