

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **MILDRED A. BERRAME**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.79	70%	3.35
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.40	30%	1.32
TOTAL NUMERICAL RATING			4.67

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

4.67

4.67

Outstanding

Prepared by:

Reviewed by:


MILDRED A. BERRAME
Name of Staff


ELWIN JAY V. YU
Department/Office Head

Approved:


ELWIN JAY V. YU

Vice Pres. for Admin

and Finance



INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Mildred A. Berrame, **Dental Aide** 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 accomplishments in accordance with the indicated measures for the period July - December, 2024

M. Berrame
MILDRED A. BERRAME
Dental Aide

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

1-10-25

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.	Assist in insuring and monitoring in the implementation/use of ISO registered documents in the Dental Section.	100%	100	5	5	5	5.00	
		Assist in the preparation and submission of quality procedure for the availment of dental services.	100%	100	4	5	5	4.70	
		Assist in ensuring and monitoring strict implementation of 5s concept in the section.	100%	100	5	5	4	4.70	
		Assist in ensuring 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.	Assist in the preparation and revision dental health form for discussion with COH and subsequent registration at QAC.	1	1	5	4	5	4.70	


MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLI SHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
USHER MFO2: Administrative Support Management of Health Services	Efficient & customer friendly frontline services	Assist in the timely and courteous action on all patient needs and queries.	Zero complaint for every patient.	0	5	5	5	5.00	
		Assist in ensuring 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	
		Assist in providing clients with proper and easy to understand instructions.	100%	100%	5	5	4	4.70	
		Assist in monitoring the implementaion of customer feedback to ensure client satisfaction and communicate the same to the dental assistant.	100%	100%	4	5	5	4.75	
		Assist in the preparation to become compliant with standards set by accrediting egencies (ISO, Phil-health,	3	1	5	4	5	4.75	
	Client-centered services	Assist in ensuring patient safety, comfort and satisfaction at all times.	100%	100%	4	5	5	4.70	
		Attends updates profession through attendance to seminars, trainings and for a to keep in touch with new modes of management and dental procedures.	1	1	5	5	4	4.70	Fire Drill; BLS & SFA

MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLI SHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of Administrative functions performed.	Takes orders and request from the head of the dental service.	100%	100%	5	5	5	5.00	
		Assist in ensuring that logbooks are properly filled and maintained.	100%	100%	5	4	5	4.70	
		Assist in ensuring that daily and monthly census are prepared and submitted on time of schedule.	100%	100%	5	5	4	4.70	
		Assist in the preparation of daily, monthly, quarterly, bi-annual and annual census.	100%	100%	5	5	5	5.00	
		Assist in monitoring of supplies and conducting inventories so that stocks at are 50% available at all times.	12	6	5	4	5	4.70	
		Assist in maintaining all dental equipment and surgical instruments are ready to use.	100%	100%	5	5	5	5.00	
		Attends to USHER meetings, planning sessions and other related activities.	5	3	5	4	5	4.70	
		Assist in ensuring that dental instruments are properly sterilized and are available at all times.	100%	100%	5	5	5	5.00	


MFOs/PAPs	Success Indicators	Task Assigned	TARGET	ACTUAL ACCOMPLISHMENT	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
		Assist in ensuring cleanliness of the dental section following proper waste disposal.	100%	100%	5	5	4	4.70	
	Percentage of Clinical services performed	Assist in performing dental consultation to all clients	100%	100%	5	5	5	5.00	
		Assist in performing various dental procedures to all patients	100%	100	4	5	5	4.70	
		Assist in performing chairside counselling and instructions while doing dental procedure.	100%	100%	5	5	4	4.70	
USHER MF04: PUBLIC HEALTH SERVICES in the New Normal	Percentage of Dental Public health Services.	Assist in conducting Annual Oral Examination and counselling to VSU students for entrance requirements.	100%	100%	5	5	4	4.70	
		Assist in the conduct of Oral Health Education and Awareness among VSU students and employees.	4	2	5	4	5	4.70	
		Assist in the preparation of new normal protocols to be observed in the dental section.	1	1	5	5	4	4.70	
		Assist in the preparation and submission of dental health status VSU students for decision making for prioritization on the provision of the dental services.	1	1	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 MF07: Innovation in the New Normal	Number of Dental Section's Operations manual established.	Assist in preparation of revision dental section operation's manual.	1	1	5	4	5	4.70	
	Integrated Hospital Management Information System (IHOMIS) and database implemented and maintained.	Assist in ensuring that IHOMIS and database is properly implemented and maintained.	1	1	5	5	4	4.70	
Total Over-all Rating					145	142	141	144	


Average Rating (Total Over-all rating divided by 31)		4.78
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		4.78
ADJECTIVAL RATING		

Comments & Recommendations for Development Purposes: 
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Evaluated and Rated by


ELWIN JAY V. YU, MD, MPH
Chief of Hospital I
Date: 1-10-25

Approved by:


ELWIN JAY V. YU, MD, MPH
Vice President for Admin and Finance
Date: 1-10-25

1 - quality

2 - efficiency

3 - timeliness

4 - average

PERFORMANCE MONITORING & COACHING JOURNAL

Name of Office: UNIVERSITY HEALTH SERVICES

Head of Office: ELWIN JAY V. YU, MD, MPH

Number of Personnel: 33

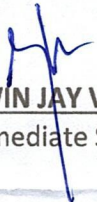
	1st	Q U A R T E R
	2 nd	
	3 rd	
	4th	

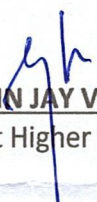
Activity Monitoring	MECHANISM				Remarks
	Meeting		M e m o	Others (Pls. specify)	
	One-on-One	Group			
Monitoring		Daily & monthly census on 7-20-2024			Meeting on daily and monthly census on nursing service
		Clinical services section head meeting. August 20, 2024			DOH Compliance and Other Matters
		Nurses and nursing attendant monthly meeting. September 15, 2024			Schedule of duties; Calibration and Maintenance
		ManCom Staff Meeting. Sept. 16 and 17, 2024			Costumer feedback report (Mar, Apr, May, June, 2024); OTHER MATTERS
		Meeting. November 29, 2024			HIV Fun Run Activity
		MANCOM MEETING December 5, 2024			MONTHLY REPORTING: Financial Matters; Admin Matters; Clinical Matters; Compliance to regulatory. UPDATE OF INVENTORY EQUIPMENT & SUPPLIES (Medical and Office Supplies) COSTUMER FEEDBACK REPORT; OTHER MATTERS
Coaching					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:


ELWIN JAY V. YU, MD, MPH
Immediate Supervisor


ELWIN JAY V. YU, MD, MPH
Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: BERRAME, Mildred A.

Performance Rating: OUTSTANDING

Aim: To improve and retain understanding on dental equipment and supplies, sterilization and expertise as dental aide.

Proposed Interventions to Improve Performance:

Date: July 2024 Target Date: December 2024

First Step: Promote consistent quality efficiency, particularly in maintenance and sterility,
and the ability to assist effectively in maintaining different dental procedures.

Result: Set to be sent for training for Dental Aide

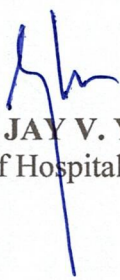
Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by:


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

Conforme:


MILDRED A. BERRAME



Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER, 2024

Name of Staff: MILDRED A. BERRAME. Position: Dental Aide

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

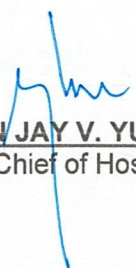
A. Commitment (both for subordinates and supervisors)	Scale				
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2. Makes self-available to clients even beyond official time	5	4	3	2	1
3. Submits 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	53				
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					
Average Score	4.4				

Overall recommendation : _____


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

