



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: Clara P. Mercado

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.75

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

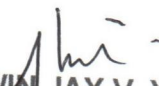
FINAL NUMERICAL RATING

ADJECTIVAL RATING:

Prepared by:


CLARA P. MERCADO
Name of Staff


Reviewed by:


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

Recommending Approval:



REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance

Approved by:

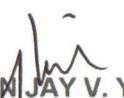

REMBERTO A. PATINDOL
Vice Pres. for Admin and Finance

INDIVIDUAL PERFORMANCE COMMITMENT & 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 accomplishments in accordance with the indicated measures for the period July - December, 2019


CLARA P. MERCADO
 Admin. Aide VI

Approved:


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

MFO/PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services									
OVPAF MFO8: University Health Services and Management									
MFO1:									
Administrative and Support Services Management	Client-Centered Services	Zero complaints for every client served	0	0	5	5	5	5.00	
	Prompt and efficient records archiving and retrieval	Records retrieval within 5 minutes	600	800	5	4	5	4.70	
	Effective and courteous reception of payments	Payment received and receipt issued within 2 minutes	900	5495	5	5	5	5.00	
	Submission of daily sales remittance	Submitted daily sales remittance daily	80	105	4	5	5	4.70	
	Submission of monthly report to IGPO/IASO	Submitted monthly report to IGPO every 10th of succeeding month	6	6	5	4	5	4.70	
	Giving of forms for completion of clients/patients for annual medical examination	Attended patients/clients 5mins upon request	450	800	4	5	5	4.70	
	Other tasks: Support services/activities	No. of health education and promotion activities assisted	Assists Lecturer/Topic Team-Incharge for tarp, invitation,programs and p-point presentation	1	2	5	5	4	4.70
	Efficient and responsive x-ray and laboratory services	Logs & assists release of Medical Certificate	900	1200	4	5	5	4.70	

	No. of DOH & PhilHealth requirements completed for VSU Hospital Renewal of License to Operate	Completion of Renewal Form, List of Equipment, List Personnel, Annual Statistical Report, Re-Up Contract and Acknowledgement; Latest of Audited Financial Statement, Photocopied DOH License; Photos	2	2	5	4	4	4.30
	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	60	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 etc	450	675	5	5	5	4.70
	No. of Accomplished IPCR's	Completion of OPCR and IPCR's	13	13	5	5	4	4.70
	No. of meetings and lectures attended	Attendance of meetings, logs meeting agenda & discussion etc	2	5	5	4	5	4.70
Total Over-all Rating					62	61	61	61.30

Average Rating (Total Over-all rating divided by 31)		4.72
Additional Points:		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments & Recom for Development Purposes:
Training on computer programming for efficient record keeping.

Evaluated and Rated by


ELWIN JAY V. YU, M.D.

Chief of Hospital I

Date: _____

1 - quality

2 - effieciency

Recommending Approval:


REMBERTO A. PATINDOL

Head and VP for Admin and Finance

Date: _____

3 - timeliness

Approved by:


REMBERTO A. PATINDOL

Vice President for Admin and Finance

Date: _____

4 - average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2019

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		58				

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



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		4.83				

Overall recommendation : _____


ELWIN JAY V. YU, M.D.

Printed Name and Signature

Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MERCADO, Clara P.

Performance Rating: OUTSTANDING

Aim: To enhance knowledge and skills on record keeping management

Proposed Interventions to Improve Performance:

Date: July 2019 Target Date: December 2019

First Step: Encourage efficiency in multi-tasking at it is needed on her part due to lack of
manpower

Result: Efforts seen in management of two areas: medical record and administrative function
like cashiering and clerical task.

Date: _____ Target Date: _____

Next Step: _____


Outcome: _____

Final Step/Recommendation: _____

Prepared by:


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

Conforme:


CLARA P. MERCADO