

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

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

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.68	0.70	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.58	0.30	1.37
TOTAL NUMERICAL RATING			4.67

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

ADJECTIVAL RATING: _____

Prepared by:

M. Berrame
MILDRED A. BERRAME
Name of Staff

Reviewed by:

Josephine D. Zafico
JOSEPHINE D. ZAFICO
OIC, HEAD

Recommending Approval:

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

Approved:

Edgardo E. Tulin
EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Mildred A. Berrame**, Dental Aide 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 August to December, 2017

M. Berrame
MILDRED A. BERRAME
Dental Aide

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

MFO/PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishment	Rating				Re marks
					Q ¹	E ²	T ³	A ⁴	
VSU Hospital Medical & Health services									
I) Clinical Function	No. of dental procedures assisted e.g. Extraction, restoration, filling, prophylaxis & tratement of oral lesions to VSU students, staff, faculty, their dependents & neighboring barangays.	Assists the dentist in curative services performed to students staff dependents & neighbouring barangays.	240	970	5	5	5	5.00	
II) Health Promotion & Preventive Services	No. of oral examination assited to new VSU students	Assists oral examination to new students as a pre-requisite for enrolment	320	446	5	5	4	4.70	
	No.of annual oral examination assisted to continuing students	Assists the dentists in the annual oral examination of continuing students	1520	2121	5	5	5	5.00	
	No. of oral health education assisted	Assists oral health education to students, staff employees in dormitories, offices, canteens and distribute IEC materials	2	4	4	5	4	4.30	
III) Administrative functions	No. of Dental Reports assised	Asissts in the preparation & submission of dental monthly report	8	8	5	5	4	4.70	

	No. of times inventory of dental supplies assisted	Assists in the preparation & submission of dental supplies inventory report	6	6	5	4	5	4.70	
	No. of requests assisted	Assists in the request of dental supplies and equipment & medicines	5	6	5	5	4	4.70	
	No. of times dental clinic maintained & cleaned	Maintains the cleanliness of the Dental Clinic twice a day (am & pm)	281	1000	4	5	5	4.70	
	No. of times dental supplies & instrument prepared & sterilized		140	560	4	4	5	4.33	
	Total Over-all Rating				42	43	41	42	
	Average Rating								

Average Rating (Total Over-all rating divided by 31)	4.68	Comments & Recommendations for Development Purposes:
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
Chairman, PMT

Recommending Approval:



REMBERTO A. PATINDOL
Vice President for Finance

Approved by:



EDGARDO E. TULIN
President

Date:
Date:
Date:
Date:

- 1 - quality
2 - efficiency
3 - timeless
4 - average

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DEC, 2017

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 Score		55				

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	4.58				

Overall recommendation : _____


JOSEPHINE O. ZAFICO, M.D.
OIC - Head