



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Joshua Mhel Boncalon

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.59	70%	3.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.91	30%	1.47
TOTAL NUMERICAL RATING			4.68

TOTAL NUMERICAL RATING: 4.68

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.68

FINAL NUMERICAL RATING 4.68

ADJECTIVAL RATING: Outstanding

Prepared by:

JOSHUA MHEL BONCALON

Name of Staff

1/24/25

Reviewed by:

SEAN O. VILLAGONZALO

Department/Office Head

1/23/25

Recommending Approval:

N/A

Dean/Director

Approved:


ELWIN JAY V. YU

Vice President

1/24/25

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Joshua Mhel Boncalon, of the University Information & Communications Technology Services commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period May to December 2024.


JOSHUA MHEL BONCALON
Ratee

Approved: 
SEAN O. VILLAGONZALO
Head of Unit

MFO & PAPs	Success Indicator	Task assigned	Target	Actual Accomplishments	Rating				Remarks
					Q1	E2	T3	A4	
MFO 1: Technical Assistance	Number of technical assistance via phone/Cellphone calls served	Technical Support over Telephone/ Cellphone	50	55	4	4	4	4.00	
	Number of technical assistance via Instant messaging served	Technical Support via IP Messenger/ Slack/ Email	200	230	5	5	5	5.00	
MFO2: Systems Administration, Development & Maintenance	Number of Appends on the development & maintenance of Transcript of records (Registrar)	Convert Data from SRMS to TOR	500	500	5	5	4	4.67	
	Number of records imported from Enrollment System to ID Database	Import/Convert Data from SRMS	10,000	10,000	4	4	4	4.00	
	Number of VSU Email User Account Appended	Create new Email User	70	73	5	5	4	4.67	
	Number of VSU Email accounts	Recover Email Password	70	80	5	5	4	4.67	
	Number of VSU Web Assets Appended	Import VSU Web Assets to the web	50	55	5	5	4	4.67	
MFO3: Data Backup on the following Systems:	Number of enrollment system database backup.	Backup Enrollment System Database	350	355	5	5	4	4.67	
	Number of transcript of records database backup	Backup Transcript of Records Database	350	355	5	5	4	4.67	
	Number of Data Generation Catered for Registrar	Generate Data From SRMS Database	350	355	5	5	4	4.67	
MFO4: Seminars and Training	Number of training s conducted/facilitated	Conduct User Training	2	2	4	4	4	4.00	
MFO5: Systems Development	Number of Systems Maintained	Maintain Systems	4	4	5	5	5	5.00	
	Number of System Developed	Develop Online Enrollment System, Student Portal	2	2	5	5	5	5.00	
Total Over-all Rating								59.67	

Average Rating (Total Over-all rating divided by 4		4.59
Additional Points:		

Commnet & Recommendations for Development Purpose:

Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
Final Rating		4.59
Adjectival Rating		Very Satisfactory

Evaluated & Rated by:


SEAN O. VILAGONZALO
 Dept./Unit Head


Date: 1/23/25

Recommending Approval:

NA
 Dean/Director

Date: _____

Approved by:


ELWIN JAY V. YU
 VP for Admin. & Finance

Date: 1/24/25

He has the potential to given scope of function & responsibility.

1- Quality

2- Efficiency

3- Timeliness

4- Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: UICTS

Head of Office: SEAN O. VILLAGONZALO

Number of Personnel: 9


Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Network repair & maintenance		January – December 2024	Verbal		During monthly & emergency meeting
Coaching Advised everyone to look For trainings that can improve office efficiency in dealing network problems.		January – December 2024	Verbal		

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

Conducted by:


SEAN O. VILLAGONZALO 1/23/25
Immediate Supervisor

Noted by:


ELWIN JAY V. YU 1/24/25
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Joshua Mhel Boncalon
IT Analyst II
ICTMC

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MF01: Technical Assistance								
Number of technical assistance via phone/Cellphone calls served	Technical Support over Telephone/ Cellphone	NOVillas JMBoncalon	Jan. – Dec., 2024	X	X	X	X	
Number of technical assistance via Instant messaging served	Technical support via IP Messenger/Slack /Email	NOVillas JMBoncalon	Jan. – Dec., 2024	X	X	X	X	
MF02: Systems Administration, Development & Maintenance								
Number of Appends on the development & maintenance of Transcript of records (Registrar)	Convert Data from SRMS to TOR	NOVillas JMBoncalon	Jan. – Dec., 2024	X	X	X	X	
Number of records imported from Enrollment System to ID Database	Import/Convert Data from SRMS Database to Atteilla ID Database	JMBoncalon NOVillas	Jan. – Dec., 2024	X	X	X	X	
Number of VSU Email User Account Appended	Create new Email User	JMBoncalon NOVillas	Jan. – Dec., 2024	X	X	X	X	
Number of VSU Email accounts	Recover Email Password	JMBoncalon NOVillas	Jan. – Dec., 2024	X	X	X	X	
Number of VSU Web Assets Appended	Import VSU Web Assets to the web	JMBoncalon NOVillas	Jan. – Dec., 2024	X	X	X	X	
MF03: Data Backup on the following Systems								
Number of enrollment system database backup.	Backup Enrollment System Database	JMBoncalon	Jan. – Dec., 2024	X	X	X	X	
Number of transcript of records database backup	Backup Transcript of Records Database	JMBoncalon	Jan. – Dec., 2024	X	X	X	X	
Number of Data Generation Catered for Registrar	Generate Data From SRMS Database	JMBoncalon	Jan. – Dec., 2024	X	X	X	X	
MF04: Seminars and Trainings								
Number of training s conducted/facilitated	Conduct User Training	JMBoncalon NOVillas MIS Team	Jan. – Dec., 2024	X	X	X	X	

MF05: System Development								
Number of Systems Maintained	Maintain Systems	JMBoncalon NOVillas MIS Team	Jan. – Dec., 2024	X	X	X	X	
Number of System Developed	Develop Online Enrollment System, Student Portal	JMBoncalon						

Prepared by:


SEAN O. VILLAGONZALO
 UICTS Director

PERFORMANCE MONITORING FORM

Name of Employee: Joshua Mhel Boncalon


Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Technical Support over Telephone/ Cellphone	Helped Clients concern	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
2	Technical support via IP Messenger/Slack /Email	Helped Clients concern	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
3	Convert Data from SRMS to TOR	Convert Data from SRMS to TOR	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
4	Import/Convert Data from SRMS Database to Atteilla ID Database	Import/Convert Data from SRMS Database to Atteilla ID Database	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
5	Create new Email User	New Email created for faculty & staff	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
6	Recover Email Password	Recover email password of VSU faculty & staff	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
7	Import VSU Web Assets to the web	Import VSU Web Assets to the web	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
8	Backup Enrollment System Database	Enrollment System Database Backup	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
9	Backup Transcript of Records Database	Backup Transcript of Records Database	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
10	Backup Transcript of Records Database	Backup Transcript of Records Database	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
11	Conduct User Training	Conduct trainings to	Jan.-Dec.	Within Jan.-	Within Jan.-	very	Outstanding	

		VSU faculty & staff	2024	Dec. 2024	Dec. 2024	impressive		
12	Maintain Systems	System Maintenance	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	
13	Develop Online Enrollment System, Student Portal	Enrollment System Develop	Jan.-Dec. 2024	Within Jan.-Dec. 2024	Within Jan.-Dec. 2024	very impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor

* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


SEAN O. VILLAGONZALO
 UICTS Director

EMPLOYEE DEVELOPMENT PLANName of Employee: Jhosua Mhel Boncalon

Performance Rating: _____

Aim:

ICT is very dynamic technology and this requires a very dynamic skills of manpower, hence the ICT personnel must be very dynamic in learning new things related to ICT annually.

Proposed Interventions to Improve Performance:**Date:** July - December 2024 **Target Date:** December 31, 2024**First Step:**

Find regional and national short term trainings, seminar, workshop, conference & Convention related to ICT.

Result:

Several regional, national ICT related trainings are available.

Date: January - June 2025 **Target Date:** June 30, 2025**Next Step:**

Send JMBoncalon to ICT related training, seminars, workshop, conference & convention.


Outcome:

- Improved skills and technique due to training, seminars attended.
- Faster resolution of ICT related problems due to enhanced skills.
- Improved ICT analytic skills due to training attended.

Final Step/Recommendation:

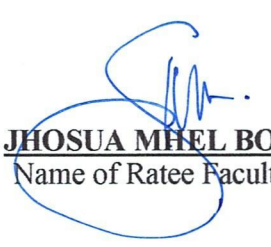
- Due to the dynamism in ICT technology itself, continue sending Jhosua Mhel Boncalon annually to training, seminar not only in the country but as well as international, and if possible to a master's degree related to ICT

Prepared by:


SEAN O. VILLAGONZALO
Unit Head

1/23/25

Conforme:


JHOSUA MHEL BONCALON
Name of Ratee Faculty/Staff

1/23/25



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan. – Dec. 2024

Name of Staff: Jhoshua Mhel Boncalon


Position: Analyst
IT Officer 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		59				
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		4.91				
Overall recommendation: <i>He has the potential be given a bigger scope of function & responsibility.</i>						


SEAN O. VILLAGONZALO
 Immediate Supervisor

1/23/24