

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: ME-AN D. VILLAS

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.79	4.79 x 70%	3.353
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	4.67 x 30%	1.401
TOTAL NUMERICAL RATING			4.754


TOTAL NUMERICAL RATING: 4.754
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.754

ADJECTIVAL RATING: OUTSTANDING


Prepared by:


ME-AN D. VILLAS
Name of Staff

Reviewed by:


EDITHA G. CAGASAN
Head, OPO/MMDC/VPP

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:



EDGARDO E. TULIN
President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ME-AN D. VILLAS, of the Online Programs Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2018.


ME-AN D. VILLAS
 Ratee

Approved:


EDITHA G. CAGASAN
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient and customer-friendly frontline service	Number of clients & visitors served	Entertain inquiries from clients and visitors	350	380	5	5	5	5.00	No complaint from clients served
	Number of telephone calls answered and relayed	Answer and relay telephone calls for other staff	50	60	4	5	5	4.67	No complaint from clients served
	Number of emails, Facebook messages, telephone calls, and cellphone calls/texts answered and replied	Email, answer and replies thru Facebook messages, telephone calls, cellphone calls/texts from extramural students	320	380	5	5	5	5.00	No complaint from clients served
Online Services (updates for the VSU e-learning website)	Maintained Page for VSU-openU	Maintain FB page for VSU OpenU	1	1	4	5	5	4.67	OU Facebook Page
	Number of user accounts created/maintained	Create user accounts for students and teachers	30	50	5	5	4	4.67	Maintained 50 user accounts
	Conduct Training on the use of Moodle to course controllers	Served as resource person for the training/workshop	1	1	5	5	4	4.67	Training on the use of MOODLE (25 pax)
Advanced and Higher Education Services	Number of Instructional Materials sent to students	send soft copy of Instructional Materials to extramural students	40	45	5	4	5	4.67	sent 45 via email
	Number of instructional Materials printed for on-campus students	Print Instructional materials for students on-campus (per order basis)	20	25	5	4	5	4.67	printed 25 instructional materials
	Number of M.Ag.Dev. students enrolled in distance education	Facilitates the enrolment of M.Ag.Dev graduate students	10	23	5	5	5	5.00	Facilitated enrolment of the 21 new and 2 continuing M.Ag.Dev. students

	Number of new M.Ag.Dev. enrollees	Facilitates admission and enrolment of new students	4	21	5	5	4	4.67	New Enrollees for M.Ag.Dev., including 9 MS enrollees taking extram subjects
	Number of classes evaluated for Teaching Performance Evaluation by Students	Facilitates the conduct of Teaching Performance Evaluation of Teachers by Ansci students	19	19	5	5	5	5.00	Conducted evaluation of 19 classes for Teaching Performance Evaluation, 2nd Sem SY 2017-2018
Total Over-all Rating								52.67	
Average Rating (Total Over-all rating divided by 4)			4.79		Comments & Recommendations for Development Purpose <i>She has leadership skills. Keep up the good work.</i>				
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING			4.79						
ADJECTIVAL RATING			Outstanding						


Evaluated and Rated by:


EDITHA G. CAGASAN, Ph.D.
Head, OPO/MMDC/VPP

Recommending Approval:

N/A
Dean/Director

Approved by:


BEATRIZ S. BELONIAS, Ph.D.
VP for Instruction

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June, 2018

Name of Staff: ME-AN D. VILLAS

Position: Administrative Assistant 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		56				
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		4.67				

Overall recommendation : Keep up the good work


EDITHA G. CAGASAN
Name of Head

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ME-AN D. VILLAS**

Performance Rating (Previous Rating Period): **Outstanding**

Aim: To further improve the staff's capability to manage the Open University course site, and to prepare and distribute Instructional Materials for Distance education students

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: June 2018

Target Date: July – December 2018

First steps:

- Discussion on how to improve the process of preparing, reviewing, reproduction and distribution of Instructional Materials to Distance Education students.
- Discussion on the process of assisting students who are interested to pursue graduate education through the distance education mode.
- Discussion about the things that need to be done for the VSUOU Online Portal

Results:

- More systematic management and distribution of Instructional Materials;
- Improved content of the VSUOU Online Portal;
- Increase in the number of Online Instructional Materials;
- Continued the conversion of Instructional Materials in print to web and text format for easy management.

Date: December 2018

Target Date: January to June 2019

Next Step:

- Exposure to Open Distance Learning (ODL) and Massive Open Online Courses (MOOCs) by giving her reading materials about it and encouraging her to find materials in the UPOU website.
- Sending her to training on leadership.

Outcome:

- Increased understanding and appreciation of Open Distance Learning and Massive Open Online Courses.
- Better management of the delivery of the distance education program.

Final Step/Recommendation:

- Continue capability enhancement activities through mentoring/coaching, trainings, seminars, workshop, and conferences.

Prepared by:

EDITHA G. CAGASAN

Head, Online Programs Office

Conformee:

ME-AN D. VILLAS

Administrative Assistant II