

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ALELI A. VILLOCINO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction		4.93 2.47	
a. Head/Dean (50%)		<del>5.85</del> x 50% = 2.93	
b. Students (50%)		5.0 x 50% = 2.50	
Total for Instruction	40%	<del>4.97</del> 5.43	2.17 <sup>kw</sup> 1.99
2. Research			
a. Client/Dir. for Research (50%)		<del>x</del> 50% =	
b. Dept. Head/Center Director (50%)		5.0 x 50% = 2.50	
Total for Research	30%	<del>4.84</del> 2.50	.75 <sup>kw</sup> 1.45
3. Extension			
a. Client/Dir. for Extension (50%)		5.0 x 50% = 2.5	
b. Dept Head/Center Director (50%)		5.0 x 50% = 2.5	
Total for Extension	15%	5.0	0.75
4. Administration	10%	4.0	0.40
5. Production	5%	4.7	0.23
TOTAL	100%	4.32	<del>4.32</del> 4.82

EQUIVALENT NUMERICAL RATING:

~~4.32~~<sup>kw</sup> 4.82

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

~~4.32~~<sup>kw</sup> 4.82

ADJECTIVAL RATING:

~~VS~~<sup>kw</sup> Outstanding

Prepared by:

Reviewed by:

ALELI A. VILLOCINO

ANDREW A. MAZO

Name of Faculty

Department Head

Recommending Approval:

BAYRON S. BARREDO

Dean/Director

Approved:

ROTACIO S. GRAVOSO

Vice President

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALELI A. VILLOCINO**, Vice President for Student Affairs and 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 January to December 2024.

**ALELI A. VILLOCINO** Date: December 5, 2024  
Associate Professor V  
VP for Student Affairs and Services

Approved:

**PROSE IVY G. YEPES**  
President

Date: 12-18-24

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment (January-June 2024)	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
Graduate Student Management Services										
	PI4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1.65	2.25	5	5	4	4.67	PHED 2017 Current Trends in Physical Education
	PI8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	10	14	5	5	5	5.00	Kimkim S. Zabate, Adonis Sinambong, Gecky Marie Gorner, Abergido, Carl John Pau, Bualan, Kristel Ahra, Casing, E'nelle, Cornico, Myra Mae, Daclan, Christian Amiel, Donayre, Gary Bulahan, Dulce, Marie Venus, Gorre, Micahel Anfernee, Mamolo, Elbert Deo, Montiman, John Renz, Nino, John Jubil, Rentosa, Silvano, Eleogle Anne, Sombilon, Hannah Joy
		A3. Number of students advised on thesis/special problem/dissertation								

		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		A4. Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	14	9	5	5	5	5.00	
	P19: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	15	5	5	5	5.00	Special Education, Inclusive Education, Active Spaces, Sports Tourism, Philippines 2022 Report Card in PE, Changing Careers in Phys Ed, Modification and Adaptation in PE, Basic Skills in Swimming, Water and Safety, Land and Water Drills, Water Safety Guidelines, 4 Basic Competitive Strokes
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	8	5	5	5	5.00	rubrics: basic skills in swimming, competitive strokes, propulsive movement, organizing day camps for students with special needs, group project design rubric, adaptive teaching in PE, modification and accommodation in PE, 13 Categories of IDEA, Individualized Education Plan in Adapted PE



		A 6 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2						
	PI 10 : Additional outputs:	A 8 : Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	4						
UMFO 2. HIGHER EDUCATION SERVICES										
Higher Education Management Services										
	PI 15: Total FTE, coordinated, implemented and monitored *	A 9: Actual Faculty's FTE	Handles and teaches courses assigned	3.6	3.6	5	5	4	4.60	
		A 10 : Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	1	5	5	4	4.60	PE 14 Individual Dual Sports, PHED 207 Current Trends in Phys Ed and SpEd 117n Foundations of Special and Inclusive Education
		A 11 : Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period	1	1	5	5	5	5.00	PE 14 Individual Dual Sports (1 student)
		A 12 : Number of trainings attended related to instruction	Attend mandated trainings							
		A 13 : Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	5	5	5	5.00	
		A 14 : Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	5	7	5	5	5	5.00	
		A 15 : Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 18: Number of students advised: *	A 16 : Number of students advised:	Acts as academic advisor to students							

		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades	35	35	5	5	5	5.00	PE 14 Individual/Dual Sports (Swimming)
	<b>PI9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by Student Development Services Office	4	20	5	5	5	5.00	USSC, CSSC, Course-related organizations, church related organizations, UISB
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	4	20	5	5	5	5.00	USSC Main Campus, USSCF, church-related organizations, course related organizations, sports clubs, women and girls in sports, Student Election Board
	<b>PI10:</b> Number of instructional materials developed *	<b>A21:</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		<b>A23:</b> Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							



		<b>A 24.</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom							
	<b>PI11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		COPC	Prepared documents to support the COPC application	2	5	5	5	5	5.00	Supporting documents in areas support to students for MEd in Phys Ed., BSPed, BCAEd and other degree programs applying for COPC
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with host training establishments willing to accept student teachers	5	15	5	5	5	5.00	DepEd Bayside City Division, SIP MOA with private and government agencies forged by departments
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Modified/Adopt safety & health guidelines in the conduct of activities	1	2	5	5	5	5.00	Introduce netiquettes for blended learning classes; Building a culture of safety in a pandemic and beyond (guidelines); SAS Continuity Plan
<b>UMFO 3 . RESEARCH SERVICES</b>										
	<b>PI1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries							
	<b>PI2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research project within the year							
	<b>PI3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								

	<b>P13.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1	5	5	5	5.00	Project: Langoy sa Kaluwasan: Capacitating DRRM Chairpersons and Youth Leaders in the Barangays of Baybay City, Leyte on Disaster Awareness and Preparedness (Extension 62)
	<b>P14.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	85%	100%	5	5	5	5.00	Learn-to-Swim Component
	<b>P15.</b> Number of technical/expert services	<b>A40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	1	1	5	5	5	5.00	Subject matter specialist in swimming and water safety
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>P18.</b> Percent of extension proposals approved *	<b>A41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1	1	5	5	5	5.00	Project: Langoy sa Kaluwasan evaluation report (subject specialist)
	<b>P111.</b> Additional outputs *	<b>A42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
<b>UMFO 4. SUPPORT TO OPERATIONS</b>										
<b>QVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS</b>										

	<b>PI1.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of OVPAS under ISO 9001:2015*	<b>A44.</b> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as process owner	1	18	5	5	5	5.0	Issuance and verification of Corrective Action Reports (CARs); verify the OFIs of units/offices during surveillance audit, conduct ISO Core Meetings, process owners, management review, approves Quality Records Matrix, review new processes, discontinued and revised, prepares NOM and minutes of meeting of Management Review and committee meetings, audited two departments (DCE and DDC) during the 6th Internal Audit.
	<b>PI2.</b> Zero percent complaint from clients served	<b>A45.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	100%	100%	5	5	5	5.00	
	<b>PI3.</b> Number of administrative services and financial/ administrative documents acted within time frame		submit reports on time	100%	100%					Accomplishment report, PPMPs, Preliminary Survey Visit supporting documents, Level II, III, IV program accreditation, Strategic Plan and Execution Continuum 2024-2028, Recommendation of students to participate in international conferences, local, national and regional; CHEDRO Memoranda submissions on students services;



	<b>PI. 4</b> No. of formal/informal linkages with external agencies maintained		links with external agencies	5	28	5	5	5	5.0	LGU Baybay, Student Internship Program Host Training Establishments (HTEs), Barangay Captains/Councils, COMELEC Voters Education, Barangay home owners, Habal-Habal Drivers Association
	<b>PI 5.</b> No. of council/board/committee assignments served/functions performed		100% attendance of units heads, committee members attended the meeting	15	25	5	5	5	5.0	Crisis Management Committee, VEFI Board of Directors, NAPB, APB, UAdCo, THE World Ranking Task Force, Institutional Accreditation Task Force, Program Accreditation, Academic Council, Philippine Quality Award, Greenmetrics Task Force, QS Star Task Force, University Curriculum Committee, Management Committee (ManCom)
	<b>PI 6.</b> No. of unit heads/staff meetings presided		100% attendance of units heads, committee members attended the meeting	5	13	5	5	5	5.00	Dean of Students, Heads of Student Welfare Office, Career & Job Placement Services Office, Scholarships, Grants & Awards, NSTP, CWTS, Admissions Office, Student Development Services, University Learning Commons, dDRCs, process owners, working committee chairpersons, technical working groups, CODI/ASH Committee
	<b>PI 7.</b> Percentage of clients served rated the services received at least very satisfactory or higher.		rated services as very satisfactory or higher	95%	75%	3	3	3	3.00	CAR-24-62 2023 CSAT Rating (non compliant) Unable to meet the required number of feedback forms collected from SAS rendered.

	<b>PI 8.</b> Number of quality procedures revised/updated and registered at QAC		review of procedures manual	1	1	5	5	5	5.0	PM-VPS-01-Implementation of Undergraduate Student Internship
	<b>PI 9.</b> Percentage implementation of processes in accordance with existing approved quality procedures.		implements processes according to QP	100%	100%	5	5	5	5.0	PM-VPS-01-Implementation of Undergraduate Student Internship
	<b>PI 10.</b> Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor		complies with existing quality procedures	100%	100%	5	5	5	5.0	All QPs and GLs registered at the Quality Assurance center as process owner, member, of Top Management and QMR
<b>UMFO 5. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES</b>										
<b>OVPAS GASS 1: Administrative and Support Services Management</b>										
GASS 1: Administrative and Support Services	<b>PI 1.</b> Number of administrative services and financial/administrative documents acted within the time frame		acts on documents within the time frame	100%	100%	5	5	5	5.0	CHED Report, Audit Report, THE Impact Ranking, SAS Report, Student Internship Report, Q3 Star, VSU Brandbook, CHED Monitoring of Student Affairs and Services
	<b>PI 2.</b> Number of proposals prepared for the delivery of student affairs & services		Prepared and presented proposals to the University Administrative Council	2	3	5	5	5	5.00	Proposed guidelines and procedures on the issuance of travel authority to students; Proposed budget for Open Water Swimming Competition and Aquathlon (Centennial Anniversary); Proposed increase of allowance/stipend for non-academic scholars, proposed One-Stop-Shop for Student Services 2024, Proposed revision of student handbook

	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific fora/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	1	5	5	5		Research proposal: Physical Activity and Work Productivity of VSU Employees
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by faculty or student w/ faculty)								
		<b>A 33.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and <u>other outputs</u> to implement new normal	1	3	5	5	5	5.00	Physical Education health and safety guidelines, retrofitting dormitories and cottages, SAS Continuity Plan and Enhanced Delivery of Student Services aligned to CMO 09 s. 2021
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1	3	5	5	5	5.0	Barangay Pangasugan, San Agustin, Guadalupe
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							



	PI 3. number of council/board/committee assignments served/functions performed	Active participation in meetings called by immediate supervisor, committee chairpersons & head of units/offices.	performs council/board/committee assignments	12	25	5	5	5	5.00	Management Committee, University Administrative Council, University Academic Council, University Curriculum Committee, NAPB, APB, CODI, SACS Committee, University Intramural Council, VEFI BOD, TWGs, Performance Monitoring Team
	PI 4. Number of faculty & staff facilitated in the preparation of Online College Admission Test		Presides and coordinates meetings and activities related to online CAT	30	40	5	5	5	5.00	CAT Technical Working Group, Admissions Committee and Exam Proctors
	Total Over-all Rating					178	178	175	171.87	
	Average Rating								5.00	
	Adjectival Rating								"O"	
Average Rating (Total Over-all rating divided by 4)						Comments & Recommendations for Development Purposes				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING										
ADJECTIVAL RATING										

Evaluated & Rated by:

  
PROSE IVY G. YEPES

Immediate Supervisor

Date: 12-18-24

Approved by:

  
PROSE IVY G. YEPES

President

Date: 12-18-24

# PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Office of the Vice President for Student Affairs and Services

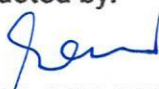
Head of Office: ALELI A. VILLOCINO

Number of Personnel: 2

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring	Assign clear responsibilities and tasks	Weekly staff meeting to follow-up on tasks/targets/accomplishments  Encourage self-assessment to identify areas for improvement			Administrative and student affairs and services
	Provide regular feedback	Track their performance			Coordination with offices/departments to produce better results
Coaching		Assign them to write proposals, correspondence/communication			Provide report/feedback
		Attend to meetings on behalf of the head of office			Foster open communication
		Identify specific areas for improvement			The staff can be an asset to other offices if they will be promoted.
		Involve the staff in goal setting			

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

Conducted by:

  
**ALELI A. VILLOCINO**  
 Immediate Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week	4 <sup>th</sup> Week	
UMFO6: GASS								
PI 1. Number of administrative services and financial/administrative documents acted within time frame	1. Prepare payroll and other documents	SMCLemos	As the need arises					
	2. Prepare voucher/travel papers, PRs/RIS/reimbursement and others	SMCLemos	As the need arises					
	3. Prepare office PPMP	SMCLemos	Upon issuance of OP Memorandum					
	4. Prepare notice of meeting, memos, travel requests, OIC, attendance sheet, trip ticket and others	SMCLemos	Upon request					
	5. Encode office quality records matrix of different ISO documents	SMCLemos	Every quarter					2
PI 2. Number of formal/informal linkages with external agencies maintained	1. Links with external agencies	AAVillocino SMCLemos NJOVillas	semestral					
PI 3. Number of involvement in the preparation and review of projects/program proposals	1. Gather/prepare documents (accreditation and others)	SMCLemos NJOVillas	Week/semestral	✓	✓	✓	✓	



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALELI A. VILLOCINO

Performance Rating: January-June 2024

Aim: To provide various programs and services that focus on non-academic aspects of the student's life such as the acquisition of values and skills for lifelong learning.

Proposed Interventions to Improve Performance:

1. Enhanced SAS practitioners training and development.
2. Review and streamline processes that student find complicated, such as application and procedures and other processes.

Date: March 2024

Target Date: May 2024

First Step:

1. Implement ongoing professional development of SAS practitioners to stay current with best practices in student support and other service delivery.
2. Implement technology solutions to handle routine tasks like appointment scheduling and providing information on services.

Result:

1. It reduces the workload on staff and speeds up response time.
2. Students and other clientele can have access to clear, and well-organized information about the services available, processes, and deadlines.

Final Step/Recommendation:

1. Implement a more personalized approach to student services, where staff engage with students on a one-on-one basis to understand their needs and tailor support accordingly. (Example: academic advising, tutoring, counseling services)
2. Establish a peer mentorship programs where senior students help new or struggling students with navigating services, providing advice and offering emotional support.
3. Create a more integrated service delivery approach to delivering student services by aligning services that address overlapping needs.
4. Assess the effectiveness of student services through surveys, student satisfaction metrics and performance data. Review feedback to identify areas for improvement.

By implementing these interventions, the university can create a more efficient, responsive, and supportive student services environment. It will improve the overall student experience and contribute to better student retention, satisfaction and success.