

# OFFICE F THE HEAD OF PERFORMANCE MANAGEMENT AND REWARDS & RECOGNITION

Visca Baybay City, Leyte 6521-A, Philippines Phone/Fax: 565-0600 local 563-7323 Email Address: prpeo@vsu.edu.ph Website: www.vsu.edu.ph

#### COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff:

Norman O. Villas

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
Numerical Rating per IPCR	4.91	70%	3.44
Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
	TOTAL NUM	MERICAL RATING	4.94

TOTAL NUMERICAL RATING:

4.94

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

4.94

FINAL NUMERICAL RATING

4.94

ADJECTIVAL RATING:

**Very Satisfactory** 

Prepared by:

man O. Villas

Name of Staff

Reviewed by:

Sean O. Villagonzalo Department/Office Head

Recommending Approval:

NA

Dean/Director

Approved:

Remberto A. Patindol

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Norman O. Villas, of the University Information & Communications Technology Management Center commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2020.

Approved:

	NORMAN O. VILLAS Ratee	,	approved	SEAN O. VILLAGONZ Head of Unit
MFO & PAPs	Success Indicator	Task assigned	Target	Actual Accompl
MFO 1: Technical		Technical Support		

MFO & PAPs	Success Indicator	Task assigned	Target	Actual Accomplishments	Rating			Remarks	
CONTRACTOR OF THE CONTRACTOR O	Judges Indicator			Actual Accomplishing	Q1	E2	ТЗ	A4	LAST LIGHT NED
MFO 1: Technical Assistance	Number of technical assistance via phone/Cellphone calls served	Technical Support over Telephone/ Cellphone	30	85	5.00	5.00	5.00	5.00	
	Number of technical assistance via Instant messaging served	Technical support via IP Messenger/Slack/	160	200	5.00	5.00	4.00	4.67	AND
	Number of A/V and live streaming	Configure, Lay cables for Online Livestreaming	8	10	5.00	5.00	5.00	5.00	
MFO2:Systems Administration,	Number of Appends on the development & maintenance of Transcript of records (Registrar)	Convert Data from SRMS to	422	450	5.00	5,00	5.00	5.00	
Development & Maintenance	Number of records imported from Enrollment System to ID Database	Import/Convert Data from SRMS	10,000	1,100	5.00	5.00	5.00	5.00	
	Number of VSU Email User Account Appended	Create new Email User	60	80	5.00	5.00	5.00	5.00	
	Number of VSU Email accounts	Recover Email Password	60	80	5.00	5,00	5.00	5.00	
	Number of VSU Web Assets Appended	Import VSU Web Assets to the web	50	58	5.00	5.00	5.00	5.00	
MFO3: Server	Proxy Server installed, configured, updated.	Configure Internet Proxy Server	6	10	5.00	5.00	4.00	4.67	
	Web Server installed, configured, updated.	Configure VSU Web Server	6	10	5.00	5.00	4.00	4.67	
	VOIP Server installed, configured, updated.	Configure VOIP Server	2	10	5.00	5.00	5.00	5.00	
On the	Database Server installed, configured, updated.	Configure and Maintain	8	15	5.00	5.00	5.00	5.00	
	File Server installed, configured, updated.	Configure and Maintain File	4	5	5.00	5.00	5.00	5.00	
Backup on the following Systems:	Number of enrollment system database backup.	Backup Enrollment	300	365	5.00	5.00	5.00	5.00	
	Number of transcript of records database backup	Backup Transcript of Records Database	300	365	5.00	5.00	5.00	5.00	
	Number of BAOM database backup	Backup BAOM Database	300	365	5.00	5.00	5.00	5.00	

MFO5: Seminars and Training	Number of train	ing s conducted/fa	acilitated	Conduct User Training	4	5	5.00	5.00	4.00	4.67	
	Number of Syste	ems Maintained		Maintain Systems	14	15	5.00	5.00	5.00	5.00	
MF06: SYSTEMS Development	Number of Syste	em Developed		Develop Online Enrollment System, HRIS	8	10	5.00	5.00	4.00	4.67	
Total Over-all Ratin	)g									4.91	
Average Raring (Total	Over-all	general desiration de la communicación de la c	non-very school or tradition of the second construction of the second const		a and was a visit of the second decision	Commnet & Reco	mmendation	s for			
rating divided by 4				4.91		Development Pur	pose:				
Additional Points:	The annual section of the section of			1/ 1/0			old be heat Go Usua's A				
Punctuality			XX			A Would	H would be best for USU'S to send to send to continue studying on weekends offermed of their field expertise with scholorship.				
Appoved Additional p	points		XX			send to					
(with copy of approva	al)					on weeke	note of	Terine	NI 1	nest	field of
Final Rating	Organización de la company	7.0000000000000000000000000000000000000	Control of the Contro	4.91		expentise	with	Silvo	loveli	p.	1,00
Adjectival Rating		A TOTAL PARTIES AND THE PROPERTY OF THE PARTIES AND THE PARTIE		Very Satisfactory	CELEBORAL DIRECTOR AND ADDRESS OF THE PARTY.	470.1150	1011-7				
Evaluated & Rated by:  SEAN O. VILAGON, ALO  Dept./Unit Head		NA Dean/Director	•	Approved by:  REMBERTO A:  VP for Admin.  Date:							
	Date:	anna.		Date:		Date;					
1- Quality 2	- Efficiency	3- Timeliness	4- Average								





## INFORMATION & COMMUNICATIONS TECHNOLOGY MANAGEMENT CENTER

2nd Floor DCST Building Visca, Baybay City, Leyte, 6521-A PHILIPPINES Telefax: (053)5250140, local 1014 Email:iot@vsu.edu.ph Website: www.vsu.edu.ph

#### **OPCR MONITORING FORM**

#### **ACCOMPLISHMENTS FOR YEAR 2020: JULY - DECEMBER**

VP: OVPAF					κ	
mattana akay akayele-engiyesida iliyo tab 2014 gibba ata ata ata	On the resistance and design (s)	enderweet en er gelijd de voorge gegeneelde de de de verdeelde voorge de de verdeelde voorge de de verdeelde de de verdeelde de verdeel	д ставо от	T'arget	Accomp- lishment %	Remarks
UMFO No.	MFO Description	Success Indicator (SI)	Metrics in the Strat Plan?	et met en men en men en men en e	demokra alegori ummonika bilakur kepir (10) berturul	Мовет до водом во неводине до не од вод от вод Неводине вод от вод
UMFO 5.	Support to Operations (STO)		effection and profession to the control of the cont	Bedriffelier - Alle Joseph Westerland (1994) (1994) (1994) (1994)	ya yangiye (oran sayarina Gibi da Perrya yangi gibi da da Gibi	philosophia yang si gara kependelengi pengangan pengangan pengangan pengangan pengangan pengangan pengangan pe
erenden og en	VPAF STO1: ISO 9001:2015 aligned documents	Pl 1. Number of quality procedures prepared/revised	men veletreden ja sekur ya water sa Pine in weletreden	100%	100%	от не
entroletik (h. j.). (hand 12 keun je postan en entroletik (h. j.). 2 keun entroletik (h. j.).	VPAF STO4: Innovations & Best	Pl 1. Number of new systems developed and implemented	endeminimental production of the state of th	50%	70%	BBITER (LICE) BITER STEEL BITER STEEL
	Practices	Pl 2. Number of Financial Management Systems monitored and maintained	generalistic (State Control of State Con	50%	60%	фетнов домога имента вой барта (в тог.) домога ней туру от ней ней обложе, опудуации до того ней от ней ней обложе, опудуации до того ней от ней от ней ней обложе.

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

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

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No. 2021-01

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		PI 4. Pecentage operationalization of HRMIS on RSP	70%	80%	финанский под долого долого долого долого почений на надажения в невычений почений долого долого долого долого
		PI 5. HRMIS Development	70%	80%	мисто и при выполня по учення на
		PI 6. Cueing System	50%	60%	top i tra der venenen veren er sellere er venen er til dete der der der tre veren tre veren er til til bestyder
UMFO 6.	General Administration and Support Services	PI 1. Department with VOIP Phones	renerve e e e e e e e e e e e e e e e e e e	60%	generatifik disagang sagastanan masam masambilikah menam menjelih tasta menam, sepundak menam menamman menambil
manade-katik, aliangsijal og generaliga på in heletil et sig i katik sig et et et e	VPAF GASS 1: Administrative and	PI 2. Offices with biometric system	50%	60%	ристи с од удниционности у оставни темпоности од от оставности от 1964 г.), оставности од од оставности од од Ставности
	Support Services	PI 3. Internet connection	45%	50%	મહિલા કરાતા ભાગમાં કરવા કહેવા મહાલ પહોંચા લાક કરવા છે. જે છે. જે
	Management	PI 4. Instant Messaging System	50%	60%	the activities and the second and the second activities are second as the second activities are second activities activities are second activities are second activiti
		PI 5. Network Repair	40%	50%	enterfer () aus ()) of distribute was () inventered final it wear very such and confict missiones are delens out an exercise cert
		PI 6. Computer & peripherals repair	40%	50%	ового 20 годи, от выдожения на неменения выполнения выстивать выполнения выполнени
		PI 7. IDF's generator preventive maintenance	50%	60%	на типо неменение на настрат в севей от пред ставо под ставо под ставо под ставо под ставо под ставо на настрат на

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VPAF GASS 10: Network Infrastructure Development and	PI 1. Efficient and effective information management system	and the second s	50%	60%	рай об обстроительного в нем обы нем от обтого об обтого об от об от об от об от об от об от об
Maintenance	PI 2. Reliable network connection and services		50%	60%	Miller de municipalité aux distribution de l'America de la significación de la conferencia de la conferencia d
	<u>PI 3.</u> Efficient and reliable ICT Training related service		50%	60%	формог и на навал в 12 графия до 10 година и 1000 графия учен од 100 год на на наражира извара на население по
	Pl 4. Efficient and reliable Data Privacy and ICT policy services		50%	50%	фонет н. и до до до до до обрат не со почене по обрат не до обрат не по обрат не по обрат не до обрат не до обр Не по обрат не до до до обрат не до обрат не до обрат не до обрат не по обрат не до о
% Accomplishment Average		ag Basad series remembras et segan regis de decimente (right redisigna) and de	ggesse tree, or see valennede elder gegen journed.	62%	907. То бробот в том обточно на нечение ответственной войно неченований том ондарувационно неченований обществ Статов неченований в том от предоставлений в том от предоставл

Prepared by:

SEAN O. VILLAGONZACO Engineer III

Approved by:

REMBERTO A. PATINDOL

VP for Admin. & Finance



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#### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2020		
Name of Staff: Norman O. Villas	_Position: _	Computer Programmer I

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.

Cools Description Deting

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	е	
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	- American
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	100
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	Amer
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									
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	NAMES OF PERSONS OF PE				
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					
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	seementy-view-figuresampeonical-annual				
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	(5)	4	3	2	WANTED TO SELECT				
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	acceleration of the company of the c				
	Total Score	8	5	•						
	Average Score	5	-							

Overall recommendation

: It would be best it he is given a regular position.

Sean O. Villagonzalo
Printed Name and Signature

Head of Office



#### EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Norman O. Villas
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 – Dec. 2020 Target Date: December 31, 2020
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 2021 Target Date: June 30, 2021
Next Step:
Send NOVillas 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 Norman O. Villas 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:

Conforme: