



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)
1. Numerical Rating per IPCR	4.91	70%	3.44
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL 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:

Norman O. Villas
Name of Staff

Reviewed by:

Sean O. Villagonzalo
Department/Office Head

Recommending Approval:

NA

Dean/Director

Approved:

Remberto A. Patindol
Vice President

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
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and innovative technologies for sustainable communities and environment.

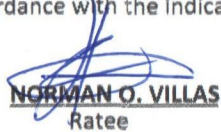
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v1 05-27-2020

No. 2016-03

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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.


NORMAN O. VILLAS
 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	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	
	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, Development & Maintenance	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	
	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	53	5.00	5.00	5.00	5.00	
MFO3: Server Installation, repair and Maintenance	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	
	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	
MFO4: Data 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 training s conducted/facilitated	Conduct User Training	4	5	5.00	5.00	4.00	4.67	
	Number of Systems Maintained	Maintain Systems	14	15	5.00	5.00	5.00	5.00	
MFO6: SYSTEMS Development	Number of System Developed	Develop Online Enrollment System, HRIS	8	10	5.00	5.00	4.00	4.67	
Total Over-all Rating									4.91

Average Raring (Total Over-all rating divided by 4)		4.91
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
Final Rating		4.91
Adjectival Rating		Very Satisfactory

Commnet & Recommendations for Development Purpose:

It would be best for USU's to send to send to continue studying on weekends offering of their field of expertise with scholarship.

Evaluated & Rated by:


SEAN O. VILAGONZALO
 Dept./Unit Head

Date: _____

Recommending Approval:

NA
 Dean/Director

Date: _____

Approved by:


REMBERTO A. PATINDOL
 VP for Admin. & Finance

Date: _____

1- Quality

2- Efficiency

3- Timeliness

4- Average



OPCR MONITORING FORM

ACCOMPLISHMENTS FOR YEAR 2020: JULY - DECEMBER

VP: OVPAF						
				Target	Accomplishment %	Remarks
UMFO No.	MFO Description	Success Indicator (SI)	Metrics in the Strat Plan?			
UMFO 5.	Support to Operations (STO)					
	VPAF STO1: ISO 9001:2015 aligned documents	PI 1. Number of quality procedures prepared/revised		100%	100%	
	VPAF STO4: Innovations & Best Practices	PI 1. Number of new systems developed and implemented		50%	70%	
		PI 2. Number of Financial Management Systems monitored and maintained		50%	60%	

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No. 2021-01

		PI 3. Number of innovative and revised policies prepared and finally approved		50%	50%	
		PI 4. Percentage operationalization of HRMIS on RSP		70%	80%	
		PI 5. HRMIS Development		70%	80%	
		PI 6. Cueing System		50%	60%	
UMFO 6.	General Administration and Support Services	PI 1. Department with VOIP Phones		50%	60%	
	VPAF GASS 1: Administrative and Support Services Management	PI 2. Offices with biometric system		50%	60%	
		PI 3. Internet connection		45%	50%	
		PI 4. Instant Messaging System		50%	60%	
		PI 5. Network Repair		40%	50%	
		PI 6. Computer & peripherals repair		40%	50%	
		PI 7. IDF's generator preventive maintenance		50%	60%	

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No. 2021-01

	VPAF GASS 10: Network Infrastructure Development and Maintenance	PI 1. Efficient and effective information management system	50%	60%	
		PI 2. Reliable network connection and services	50%	60%	
		PI 3. Efficient and reliable ICT Training related service	50%	60%	
		PI 4. Efficient and reliable Data Privacy and ICT policy services	50%	50%	
		% Accomplishment Average			

Prepared by:

SEAN O. VILLAGONZALO
Engineer III

Approved by:

REMBERTO A. PATINDOL
VP for Admin. & Finance

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No. 2021-01



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.

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					
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					

Overall recommendation : It would be best if he is given a regular position.


Sean O. Villagonzalo
 Printed Name and Signature
 Head of Office

EMPLOYEE DEVELOPMENT PLANName 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:


Sean O. Villagonzalo

Unit Head

Conforme:


Norman O. Villas

Name of Ratee Faculty/Staff