



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Me-an D. Villas**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.63	70%	3.24
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	4.42	30%	1.33
TOTAL NUMERICAL RATING			4.57

TOTAL NUMERICAL RATING: **4.57**

Add: Additional Approved Points, if any: **0.00**

TOTAL NUMERICAL RATING: **4.57**

FINAL NUMERICAL RATING **4.57**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:


ME-AN D. VILLAS
Name of Staff

Reviewed by:


DEEJAY M. LUMANAO
Department/Office Head

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs

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 accomplishments in accordance with the indicated measures for the period **July-December, 2021**.


ME-AN D. VILLAS

Ratee

Approved:


DEEJAY M. LUMANAO

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	50	20	5	4	4	4.33	No complaint from clients served
	Number of telephone calls answered and relayed	Answer and relay telephone calls for other staff	50	70	5	5	4	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	200	300	5	4	4	4.33	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	5	4	5	4.67	OU Facebook Page
	Number of user accounts created/maintained	Create user accounts for students and teachers	40	57	5	5	4	4.67	Maintained user accounts
Advanced and Higher Education Services	Number of Instructional Materials sent to students	send soft copy of Instructional Materials to extramural students	30	26	5	5	4	4.67	sent instructional materials via email
	Number of M.Ag.Dev. students enrolled in distance education	Facilitates the enrolment of M.Ag.Dev graduate students	40	49	5	5	4	4.67	Continuing and New Enrollees for M.Ag.Dev.,

	Number of new M.Ag.Dev. enrollees	Facilitates admission and enrolment of new students	30	19	5	5	5	5.00	New Enrollees for M.Ag.Dev.,
Total Over-all Rating								37.00	

Average Rating (Total Over-all rating divided by 8)		4.63		Comments & Recommendations for Development Purpose: She can work with minimal supervision.
Additional Points:				
Approved Additional points (with copy of approval)				
FINAL RATING		4.63		
ADJECTIVAL RATING		Outstanding		

Evaluated and Rated by:

Recommending Approval:

Approved by:

DEEJAY M. LUMANAO, Ph.D.

Head, OPO

N/A

Dean

BEATRIZ S. BELONIAS, Ph.D.

VP for Academic Affairs

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

Exhibit I

PERFORMANCE MONITORING FORM
July to December 2021

Name of Employee: **Me-an D. Villas**

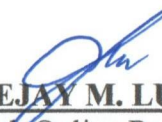
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Entertains inquiries from clients and visitors	50 clients served	July 2021	When there are visitors	July to December 2021	Impressive	Very Satisfactory	20 clients served
2	Answers and relays telephone calls for other staff	50 calls answered	July 2021	When there are calls	Every time there are calls until December 2021	Very Impressive	Outstanding	70 calls answered
3	Sends emails; answers queries of extramural students thru emails, Facebook messages, telephone calls, cellphone calls/texts	200 emails, messages sent	July 2021	Immediately after emails/inquiries are received	July to December 2021, immediately after emails/inquiries are received	Impressive	Very Satisfactory	300 emails, messages sent
4	Maintains FB page for VSU Open U	1 FB page maintained	January 2021	Throughout the year	Throughout the year	Impressive	Very Satisfactory	1 FB page maintained
5	Creates user accounts for student and teachers	40 user accounts created	July 2021	July 2021	Within July to December 2021	Very Impressive	Outstanding	57 user accounts created
6	Sends softcopy of instructional materials to extramural students	30 copies of IMs sent to extramural students	July 2021	Within July to December 2021	August to October 2021	Impressive	Very Satisfactory	26 copies of IMs sent to extramural students

7	Facilitates admission and enrolment of MAgDev graduate students	40 graduate students enrolled	July 2021	July to August 2021	July until 4th week of August 2021	Very Impressive	Outstanding	49 graduate students enrolled
8	Facilitates admission and enrolment of new MAgDev graduate students	30 new graduate students enrolled	July 2021	July to August 2021	July to August 2021	Very Impressive	Outstanding	19 new graduate students enrolled

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

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


DEEJAY M. LUMANAO
 Head, Online Programs Office



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **July to December 2021**

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					53
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					4.42

Overall recommendation : _____


DEEJAY M. LUMANAO
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating: **Outstanding**

Aim: To improve capability to manage the Open University course site, and to prepare and distribute instructional materials for distance education students

Proposed Interventions to Improve Performance:

Date: **July 1, 2021**

Target Date: **December 31, 2021**

First Steps:

- Briefing about the process of preparing, reviewing, reproduction and distribution of Instructional Materials to Distance Education students.
- Briefing about 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:

- Systematized the 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: **July 1, 2021**

Target Date: **December 31, 2021**

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.

Outcome:

- Increased understanding and appreciation of Open Distance Learning and Massive Open Online Courses.


Final Step/Recommendation:

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

Prepared by:


DEEJAY M. LUMANAO
Head, Online Programs Office

Conforme:


ME-AN D. VILLAS
Admin. Assistant II