



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

**Annex P**

Name of Administrative Staff: **JANSEL JOI C. VILLAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.64	70%	3.25
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
<b>TOTAL NUMERICAL RATING</b>			<b>4.65</b>

TOTAL NUMERICAL RATING: 4.65

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.65

ADJECTIVAL RATING: "O"

Prepared by:

JANSEL JOI C. VILLAS  
Name of Staff

Reviewed by:

VICENTE A. GILOS  
Department/Office Head

Recommending Approval:

N/A  
Dean/Director

Approved:

ALELI A. VILLOCINO  
Vice President-Students Affairs  
and Services

## INDIVIDUAL PERFORMANCE ACCOMPLISHMENTS &amp; REVIEW (IPAR) FORM

I, JANSEL JOI C. VILLAS, of the UNIVERSITY LEARNING COMMONS (LIBRARY) 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 TO DECEMBER 2023.

JANSEL JOI C. VILLAS

Ratee  
JAN 18 2024

VICENTE A. GILOS

Chief Librarian

JAN 22 2024

MFO NO.	Success Indicators	Task Assigned	Target (Mar – Dec 2023	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
UMFO 5 Support to Operations									
VSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
LS STO 1 ISO 9001:2015 aligned documents and compliant processes	P1 1. No. of quality procedures prepared, reviewed and/ or revised	Facilitate quality procedures document review for revision	1	8	5	5	5	5	
	PI 2. Percentage of 5S implementation at the workplace	Implement 5s at the workstation	90%	95%	5	5	5	5	
VSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
LS STO 2 : ARTA	P1 2 Citizen’s Charter Compliance:		95%	95%	5	5	5	5	

aligned compliance and Reporting requirements	a. Citizen/client satisfaction survey report		satisfied						
VSAS MFO LS (for Library Services)									
	PI 7. No. of inventory conducted		1 inventory						Inventory was done using automation system
LS 2 Reader's Services	PI 1 No. of clients availed the library facilities, services & resources.								
	a. Number of books processed for check-out and or check in	Process books for check-out and or check in	10 books	50 books	5	5	5	5	
	b. Number of student accounts verified, checked and cleared for clearance purposes	Verified, checked and cleared for clearance purposes	200 student accounts	350 students	5	5	4	4.67	
LS 4 Programs/Training and Activities	PI 1. Number of activities, meetings, programs attended/ assisted/facilitated	Attend/ facilitate activities, meetings/ programs	9 activities, meetings, etc.	24 activities	5	5	5	5	
	PI 2. Number of trainings/ webinars attended/facilitated	Attend/ facilitate trainings/ webinars/ seminars	3 trainings	9 trainings	5	5	5	5	



<b>LS 5 Support to Quality Assurance, Program and Institutional Accreditation Services</b>	PI 1. Number of sets of Supporting Documents prepared for AACUP, RQAT, COPC, etc. Survey visits	Prepares and consolidates needed documents	2 Documents	2 documents	4	4	4	4	
<b>UMFO 6- GENERAL ADMINISTRATION and SUPPORT SERVICES</b>									
<b>LS GASS 1 Frontline Services</b>	PI. 1 Efficient & customer friendly frontline service: Zero percent complaint from clients served	Entertain visitors/ clients with zero complaint served	0% complaint	0% complaint	5	5	5	5	
<b>LS GASS 2 Admin and Facilitative Services</b>	PI 1. a. Percentage of queries answered and attended (both face-to-face and online)	Queries answered and attended (both face-to-face and online)	95%	95%	5	5	5	5	
	b. Percentage of time log appeals, leave applications and work schedules verified and checked as authorized by the Chief Librarian	Review and check HRIS for log appeals, application for leaves, work schedule, etc.	95%	95%	5	5	5	5	
	PI 2. a. Number of pertinent documents for administrative/financial matters prepared and processed	Prepared and processed pertinent documents for administrative/financial matters	50 documents	150 documents	5	5	4	4.67	
	b. Number of notices, attendance sheets and	Prepares notices, attendance sheets and	10	6	4	4	4	4	

	minutes prepared	minutes							
	c. Number of Office Reports prepared and/or consolidated	Prepares and consolidates reports	2 reports	4 reports	5	5	5	5	
	PI 3. Number of committee meetings attended and/or facilitated	Attended/ facilitated committee meetings	5 meetings	6 meetings	5	4	4	4.33	
	PI 5. Number of PPMP/PR prepared, signed and submitted	Prepare, signed and submitted PPMP/PR thru SPPMIS	1	3	5	5	5	5	
	PI 8. ISO aligned documents								
	a. Number of records filed and controlled for ISO (DDRC Work)	Sorted and filed controlled documents	100	150	5	4	4	4.33	
	b. Number of ISO related documents prepared and disseminated	Prepared and disseminated ISO related documents	50	150	5	5	5	5	
OTHER TASKED ASSIGNED									
	A. Core dDRC under OVPPRGAS/OVPSAS (Member)								
	a.1 Percentage of monitored and	Ensure and monitor proper	95%	95%	4	4	4	4	

	supervised ddrccs	control of documents							
	B. Maintaining and updating of the VSU Transparency Seal (Member)								
	b.1 Percentage of posted reports to the VSU Transparency Seal on time	Posting and updating reports to the VSU Transparency Seal	95%	98%	4	4	4	4	
	C. Compliance with quarterly submission of BAR (Member)								
	c.1 Percentage of monitor update for the licensure exam	Monitor and update licensure examination result	95%	98%	4	4	4	4	
	D. ADPA (Member)								
	d.1 Percentage of administrative staff requests served	Prepares payroll and posts ADPA Financial Transaction to the Ledger	95%	98%	4	4	4	4	
<b>Total Over-all Rating</b>					102				
<b>Average Rating</b>					4.64				
<b>Adjectival Rating</b>					0				

Average Rating (Total Over-all rating divided by 4)	4.64
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.64
ADJECTIVAL RATING	0

Comments & Recommendations for Development Purpose:

She is diligent, trustworthy, and dependable.

Evaluated & Rated by:

  
VICENTE A. GILOS  
 Dept/Unit Head

Date:

22 JAN 2024

Approved by:

  
DR. ALELI A. VILLOCINO  
 VP-Student Affairs and Services

Date:

25 JAN 2024

1 – Quality 2 – Efficiency 3 – Timeliness

4 – Average



## PERFORMANCE MONITORING FORM

Name of Employee: JANSEL JOI C. 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	Number of pertinent documents for administrative/financial matters prepared and processed	25	July 1, 2023	December 29, 2023	December 29, 2023	Very impressive	Outstanding	
2	Percentage of time log appeals, leave applications and work schedules verified and checked as authorized by the Chief Librarian	95%	July 1, 2023	December 29, 2023	December 29, 2023	Very impressive	Outstanding	
3	Number of notices, attendance sheets and minutes prepared	5	July 1, 2023	December 29, 2023	December 29, 2023	Very impressive	Outstanding	
4	Number of ISO related documents prepared and disseminated	25	July 1, 2023	December 29, 2023	December 29, 2023	Very impressive	Outstanding	

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

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

Prepared by:


**VICENTE A. GILOS**

Unit Head





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY - JUNE 2023

Name of Staff: **JANSEL JOI C. VILLAS**

Position: ADMINISTRATIVE AIDE IV

**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>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>	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	:				



**VICENTE A. GILOS**  
Printed Name and Signature  
Chief Librarian



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JANSEL JOI C. VILLAS  
Performance Rating: JULY – DECEMBER 2023

Aim:  
Proposed Interventions to Improve Performance:

Date: DECEMBER 2023      Target Date: JANUARY 2024

First Step:  
Perhaps, more attendance to training on basic record management for her is needed to complement what she learned from the previous seminar.

Result:

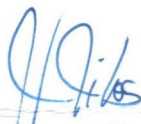
Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:

Outcome: \_\_\_\_\_

Final Step/Recommendation:

Prepared by:

  
VICENTE A. GILOS  
Unit Head

Conforme:

  
JANSEL JOI C. VILLAS  
Name of Ratee Faculty/Staff