



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

**Annex P**

Name of Administrative Staff: **NORBERT JOHN O. VILLAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	70%	3.479
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.66	30%	1.398
<b>TOTAL NUMERICAL RATING</b>			<b>4.87</b>

TOTAL NUMERICAL RATING: 4.87

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

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

FINAL NUMERICAL RATING 4.87

ADJECTIVAL RATING: VS


Prepared by:   
**SHEILA MARIE C. LEMOS**  
Name of Staff


Reviewed by:   
**ALELI A. VILLOCINO**  
Department/Office Head

Approved:   
**ALELI A. VILLOCINO**  
Vice President

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NORBERT JOHN O. VILLAS, of the OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES commits to deliver and agreed to be rated on the attainment of the following targets accordance with the indicated measures for the period January - December 2022.

  
**NORBERT JOHN O. VILLAS**  
 Ratee  
 Date: 7/20/2022

Approved:   
**ALELI A. VILLOCINO**  
 VP for Student Affairs and Services  
 Date: AUG 01 2022

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6 <i>General Administration and Support Services</i>									
<u>OVPSAS GASS 1: Administrative and Support Services Management</u>									
	PI 1. Efficient and customer-friendly frontline service	Entertain visitors/clients with zero complaint served	0%	0%	5	5	5	5.00	
	PI 2. Number of involvement in the preparation and review of project/program proposals	Prepare the documents needed in the preparation of project/program proposal	1		5	5	5	5.00	HelpDesk Proposal
				2	5	5	5	5.00	Monitoring of student vaccination status.
		PI 3 Number of monitored projects and programs implemented by the different offices/units working with student affairs and services	Monitor status of project/programs implemented	1		5	5	5	5.00
	PI 4. Number of prepared reports for submission to external agencies/providers and offices in the university	Prepare reports every after program for submission	3	5	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI 5. Number of participation in the network of researchers, policymakers and practitioners in the areas of student affairs and services	Involvement in the network of researchers and others in the areas of SAS	1	1	5	5	5	5.00	Report on students affected by Typhoon
	PI 6. Number of student support services reported and submitted	Prepared reports involving student support services	1	1	5	5	5	5.00	Report of students affected by calamity.
	PI 7. Number of tracked student welfare through media channels	Prepared tracking application using digital platform	2	2	5	5	5	5.00	HelpDesk; Relief operations.
	PI 8. Maintain OVPSAS Social Media account engagement	Regular monitoring and updating of social media account	1	1	5	5	5	5.00	OVPSAS Page
	PI 9 Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences								
	Number of meetings/ seminars/ trainings/ workshops/ Orientation & Conferences assisted and serves as a facilitator	Serve as a facilitator	3	3	5	4	5	4.66	Student On-boarding
	Number of prepared workshop/training/activity Documents	Prepare needed documents for Workshop/Training	3	3					For next rating period
	Number minutes of the meeting prepared and transcribed	Prepare minutes of the meeting	1	1	5	5	5	5.00	Minutes of meeting



MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Number of meetings/ seminars/ trainings/ workshops/ Orientation & Conferences Attended	Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences	5	5	5	5	5	5.00	Certificates
<b>Best Practices/ Innovation</b>	Created logs and diary of my daily activities, created OVPSAS social media page, created Student HelpDesk, troubleshooting				5	5	5	5.00	
<b>Total Over-all Rating</b>								<b>59.66</b>	
<b>Average Rating</b>			<b>4.97</b>	Comments and Recommendations <i>The first 6 months was for Development Purposes a big adjustment in the workplace but you were able to initiate some processes for SAS. There is so much that you can do for SAS and for VSU. Stay motivated and you will surely grow professionally with a heart of a public servant.</i>					
<b>Additional Points:</b>									
Punctuality									
Approved Additional points (with copy of approval)									
<b>FINAL RATING</b>			<b>4.97</b>						
<b>ADJECTIVAL RATING</b>			<b>Outstanding</b>						

Evaluated & Rated by:

*Aleli A. Villocino*  
ALELI A. VILLOCINO

Immediate Supervisor

Date: AUG 01 2022

Approved by:

*Aleli A. Villocino*  
ALELI A. VILLOCINO

VP for Student Affairs and Services

Date: AUG 01 2022

1 - Quality      2 - Efficiency      3 - Timeliness      4 - Average

## PERFORMANCE MONITORING FORM

Name of Employee: NORBERT JOHN O. 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	HelpDesk	One stop shop for students	March 2022	October 2022		Impressive	Very satisfactory	
2	Support System	Respond to support request				Impressive	Very satisfactory	
3	OVPSAS official FB page	Engagement with students	January 2022	June 2022	June 2022	Impressive	Very satisfactory	
4	Report on student support	Comprehensive report	January 2022	June 2022	June 2022	Impressive	Very satisfactory	

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

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

Prepared by:

ALELI A. VILLOCINO

VP for Student Affairs and Services





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January-June 2022**

Name of Staff: **NORBERT JOHN O. VILLAS** Position: **Educational Research Assistant 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 ( <i>both for subordinates and supervisors</i> )		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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	<u>3</u>	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	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	<u>5</u>	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.	<u>5</u>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	<u>4</u>	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	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	<u>5</u>	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	<u>4</u>	3	2	1

**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.

11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
12. Willing to be trained and developed	<u>5</u>	4	3	2	1
Score	Total				
	4.66				
<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					

Overall recommendation : \_\_\_\_\_

  
**ALELI A. VILLOCINO**  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NORBERT JOHN O. VILLAS

Performance Rating: January-June 2022

Aim: Enhanced cooperation of all offices under OVPSAS.

Proposed Interventions to Improve Performance:

Date: August 2022 Target Date: December 2022

First Step: In improving the overall office performance, is to transfer the OVPSAS closer to the units under it.

Result: This step will create a healthy relationship between offices and harmony when Making work-related tasks, more accessible communication, and quick response to any Inquiries between offices and students.

Date: January 2023 Target Date: June 2023

Next Step: To set weekly meetings regarding target status and weekly task, identify Problems, formulate solutions and course of action to address the problems and attain Goals.

Outcome: More organized, systematic approach when catering to and providing needs and services to our students.

Final Step/Recommendation:

Conduct a review in the process in improving performance, if found feasible, other offices can benchmark to it.

Prepared by:

  
ALELI A. VILLOCINO  
Unit Head

Conforme:

  
NORBERT JOHN O. VILLAS  
Name of Ratee Faculty/Staff