



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

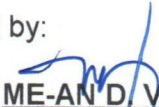
Annex P

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	4.56	70%	3.19
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.59

TOTAL NUMERICAL RATING: 4.59
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.59
FINAL NUMERICAL RATING: 4.59

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

ME-AN D. VILLAS
Name of Staff

Reviewed by:

EDITHA G. CAGASAN
Department/Office Head

Approved:

BEATRIZ S. BELONIAS
VP, for Instruction

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 targets in accordance with the indicated measures for the period January to June 2020.


ME-AN D. VILLAS

Ratee

Approved: 

EDITHA G. CAGASAN

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	350	150	5	4	5	4.67	
	Number of telephone calls answered and relayed	Answer and relay telephone calls for other staff	150	150	5	5	5	5.00	
	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	350	150	5	4	4	4.33	
Online Services (updates for the VSU e-learning website)	Maintained Page for VSU-openU	Maintain FB page for VSU OpenU	1	1	5	5	5	5.00	
	Number of user accounts created/maintained	Create user accounts for new students and teachers; maintained old accounts	100	57	5	5	4	4.67	
Advanced and Higher Education Services	Number of Instructional Materials sent to students	send soft copy of Instructional Materials to extramural students	50	18	5	4	5	4.67	

	Number of instructional Materials printed for on-campus students	Print Instructional materials for students on-campus (per order basis)	70	6	4	5	4	4.33	
	Number of M.Ag.Dev. students enrolled in distance education	Facilitates the enrolment of M.Ag.Dev graduate students	50	32	4	4	5	4.33	
	Number of new M.Ag.Dev. enrollees	Facilitates admission and enrolment of new students	60	6	4	4	4	4.00	
Total Over-all Rating								41.00	
Average Rating (Total Over-all rating divided by 4)			4.56			Comments & Recommendations for Development Purpose <i>She is a dependable person and can work with minimal supervision.</i>			
Additional Points:									
Approved Additional points (with copy of approval)									
FINAL RATING			4.56						
ADJECTIVAL RATING			Outstanding						

Evaluated and Rated by:


EDITHA G. CAGASAN, Ph.D.
 Head, MMDC/OPO/VPP

Recommending Approval:

 Dean

Approved by:


BEATRIZ S. BELONIAS, Ph.D.
 VP for Instruction

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

Exhibit I

PERFORMANCE MONITORING FORM
January to June 2020

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	Entertain inquiries from clients and visitors	350 clients served	January 2020	When there are visitors	January to June 2020	Impressive	Very Satisfactory	150 clients served
2	Answer and relay telephone calls for other staff	150 calls answered	January 2020	When there are calls	Every time there are calls until June 2019	Impressive	Very Satisfactory	150 calls answered
3	Send emails; answer queries of extramural students thru emails, Facebook messages, telephone calls, cellphone calls/texts	350 emails, messages sent	January 2020	Immediately after emails/inquiries are received	January to December 2020, immediately after emails/inquiries are received	Impressive	Very Satisfactory	150 emails, messages sent
4	Maintain FB page for VSU OpenU	1 FB page maintained	January 2020	Throughout the year	Throughout the year	Impressive	Very Satisfactory	1 FB page maintained
5	Create user accounts for student and teachers	100 user accounts created	January 2020	June 2020	Within January to June 2020	Very Impressive	Outstanding	57 user accounts created
6	Send soft copy of instructional materials to extramural students	50 copies of IMs sent to extramural students	January 2020	Within January to June 2020	January to February 2020	Impressive	Very Satisfactory	18 copies of IMs sent to extramural students
7	Print instructional materials for student on-campus (per order basis)	70 copies of IMs printed	January 2020	Not to exceed one week after order	Three to 4 days after	Impressive	Very Satisfactory	6 copies of IMs printed

8	To archive videos in CD/DVD formats	40 videos archived	January 2020	After final editing	June 2020	Very Impressive	Outstanding	45 videos archived
9	To serve as members of various committees in the university	4 committees served as member	May 2020	During the events when committees are needed	During the events when committees are needed	Very Impressive	Outstanding	4 committees served as member

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

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

Prepared by:



EDITHA G. CAGASAN
Head, OPO/MMDC/VPP



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2020

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		56				
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		4.67				

Overall recommendation : _____


EDITHA G. ACAGASAN
 Head of Office

PERFORMANCE MONITORING & COACHING JOURNAL

x	1st	Q U A R T E R
x	2nd	
	3rd	
	4th	

Name of Office: Online Programs Office (VSUOU/MMDC/VPP)


Head of Office: Editha G. Cagasan


Number of Personnel: Me-an D. Villas

Signature: 

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Entertaining inquiries from clients and visitors	x				
Answering and relaying telephone calls for other staff	x				
Answering queries of extramural students through emails, Facebook messages, telephone calls, cellphone calls/text messages	x	x			
Maintaining the FB Page for VSU Open U	x	x			
Creation of user accounts for students and teachers	x				
Sending of soft copies of instructional materials to extramural students	x				
Printing of instructional materials for students on-campus (per order basis)	x				
Facilitating admission and enrollment of MAGDEV graduate students	x				
Coaching					
Answering queries of extramural students through emails, Facebook messages, telephone calls, cellphone calls/text messages	x				
Creation of user accounts for students and teachers	x				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by: 
EDITHA G. CAGASAN
Head, OPO

Noted by: 
BEATRIZ S. BELONIAS
VP for Instruction

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: **January 1, 2020**

Target Date: **June 30, 2020**

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, 2020**

Target Date: **December 31, 2020**

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:



Dr. EDITHA G. CAGASAN
Head, Online Programs Office

Conforme:



ME-AN D. VILLAS
Admin. Assistant II, OPO