



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

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	4.83	70%	3.38
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	30%	1.50
TOTAL NUMERICAL RATING			4.88

TOTAL NUMERICAL RATING: 4.88

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.88

FINAL NUMERICAL RATING 4.88

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

ME-AN D. VILLAS

Name of Staff

Reviewed by:

DEEJAY M. LUMANAO

Head, DEPO

Recommending Approval:

MARILYN M. BELARMINO

Dean, Graduate School

Approved:

ROTACIO S. GRAVOSO

Vice President for Academic affairs

DISTANCE EDUCATION PROGRAMS OFFICE

Visayas State University, PQWW+JQ Baybay City, Leyte

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Website: www.vsu.edu.ph

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ME-AN D. VILLAS

Ratee
July 15, 2024

DEEJAY M. LUMANAO

Head of Unit

July 21, 2024

[illegible]

Average Rating (Total Over-all rating divided by 9)		4.83		Comments & Recommendations for Development Purpose: She can work with minimal supervision.
Additional Points:				
Approved Additional points (with copy of approval)				
FINAL RATING		4.83		
ADJECTIVAL RATING		Outstanding		

Evaluated and Rated by:

Recommending Approval:

Approved by:

DEEJAY M. LUMANAO, Ph.D.

Head, DEPO

July 29, 2024

MARILYN M. BELARMINO, Ph.D.

Dean, Graduate School

July 25, 2024

ROTACIO S. GRAVOSO, Ph.D.

VP for Academic Affairs

July 31, 2024

1 - quality

2 - efficiency

3 - timeliness

4 - average

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PERFORMANCE MONITORING & COACHING JOURNAL



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

Name of Office: Distance Education Programs Office

Head of Office: DEEJAY M. LUMANAO

Name of Personnel: 2

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				
Facilitating admission and enrollment of MAGDEV graduate students	x	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:

DEEJAY M. LUMANAO
Head, DEPO

Noted by:

MARILYN M. BELARMINO
Dean, Graduate School

TRACKING TOOL FOR MONITORING TARGETS

Major Final Output/Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
UFMO I: Advanced Education Services								
OVPI/OPO MFO 1. Graduate Degree Program Management Services								
PI 1: Number of extramural graduate degree specializations implemented/coordinated	1. Coordinates the delivery of extramural graduate degree program	DMLumanao MDVillas	January-June 2024	x	x	x	x	
PI 2: Total FTE monitored	2. Monitors the FTEs of graduate faculty handling extramural courses	DMLumanao MDVillas	January-June 2024	x	x	x	x	
PI 3: Percentage increase in number of extramural graduate students enrollees	3. Monitors the enrollment of extramural students	DMLumanao MDVillas	January-June 2024	x	x	x	x	
UMFO 5. Support to Operations (STO)								
OVPI/OPO MFO 7. Distance Education Services								
PI 1: Number of distance education curricular programs implemented	1. Coordinates the offering of extramural courses	DMLumanao MDVillas	January-June 2024	x	x	x	x	

PI 2: Percentage increase in the number of extramural students enrolled	2. Monitors the number of students enrolled in extramural courses	DMLumanao MDVillas	January-June 2024	x	x	x	x	
PI 3: Number of extramural students graduates within the prescribed period	3. Monitors the submission of academic requirements of extramural students	DMLumanao MDVillas	January-June 2024	x	x	x	x	
PI 4: Number of e-classrooms and user accounts developed/maintained for the online courses to be offered	4. Develops and maintains e-classrooms for the online courses to be offered	MDVillas	January-June 2024	x	x	x	x	
OVPI/OPO 12: Instructional Materials Development Services								
PI 1: Number of instructional materials/ learning modules reviewed/reproduced/distributed to students	1. Coordinates/facilitates the review, reproduction and distribution of learning materials/modules to student	DMLumanao MDVillas Utilityman	January-June 2024	x	x	x	x	
PI 9: Number of documents/reports prepared, reviewed/processed	2. Prepares/reviews/ processes reports and other documents required by the administration	DMLumanao MDVillas Utilityman	January-June 2024	x	x	x	x	
UMFO 6. General Administration and Support Services (GASS)								
OVPI/OPO MFO 1. Administrative and Facilitative Services								
PI 2: Number of university committees/boards/council served	2. Serves as chair/member of working committees in various events in the university	DMLumanao MDVillas Utilityman	January-June 2024	x	x	x	x	
PI 9: Number of documents/reports prepared, reviewed/processed	2. To prepare/review/process reports/documents required by the	DMLumanao MDVillas Utilityman	January-June 2024	x	x	x	x	

	administration							
OVPI/OPO MFO 2. Frontline Services								
PI 1: Efficient and customer friendly frontline service	1. To provide efficient and customer-friendly frontline service	DMLumanao MDVillas Utilityman	January-June 2024	x	x	x	x	

Prepared by:


DEEJAY M. LUMANAO
 Head, DEPO

Exhibit I

PERFORMANCE MONITORING FORM
January to June 2024

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	25 clients served	January 2024	When there are visitors	January-June 2024	Very Impressive	Outstanding	35 clients served
2	Answers and relays telephone calls for other staff	60 calls answered	January 2024	When there are calls	Every time there are calls until June 2024	Very Impressive	Outstanding	75 calls answered
3	Sends emails; answers queries of extramural students thru emails, Facebook messages, telephone calls, cellphone calls/texts	220 emails, messages sent	January 2024	Immediately after emails/inquiries are received	January to June 2024, immediately after emails/inquiries are received	Impressive	Very Satisfactory	350 emails, messages sent
4	Maintains FB page for VSU Open U	1 FB page maintained	January 2024	Throughout the year	Throughout the year	Impressive	Very Satisfactory	1 FB page maintained
5	Creates user accounts for students and teachers	25 user accounts created	January 2024	January 2024	From January to June 2024	Very Impressive	Outstanding	93 user accounts created

6	Sends softcopy of instructional materials to extramural students	15 copies of IMs sent to extramural students	January 2024	Within January -June 2024	January to June 2024	Very Impressive	Outstanding	150 copies of IMs sent to extramural students
7	Facilitates admission and enrolment of MAgDev graduate students	25 graduate students enrolled	January 2024	January- March 2024	January until 3rd week of March 2024	Very Impressive	Outstanding	93 graduate students enrolled
8	Facilitates admission and enrolment of new MAgDev graduate students	10 new graduate students enrolled	January 2024	January – March 2024	February until 3rd week of March 2024	Very Impressive	Outstanding	15 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, Distance Education Programs 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: **January 1, 2024**

Target Date: **June 30, 2024**

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 in pursuing 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 from print to web and text format for easy management.

Date: **January 1, 2024**

Target Date: **June 30, 2024**

Next Step:

- Exposure to Open Distance Learning (ODEL) and Massive Open Online Courses (MOOCs) by giving her reading materials about it and encouraging her to find materials on 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, training, seminars, workshops, and conferences.

Prepared by:


DEEJAY M. LUMANAO

Head, Distance Education Programs Office

Conforme:


ME-AND D. VILLAS

Admin. Assistant II, DEPO



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY- JUNE 2024

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		60				
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		5.00				
Overall recommendation:						


DEEJAY M. LUMANAO
 Immediate Supervisor