

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
(January-June 2022)**

Name of faculty Member: ALELI A. VILLOCINO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
Instruction	25%	5.00	1.25
Research	5%	5.00	.25
Extension	5%	5.00	.25
Support to Operations	10%	5.00	.5
General Admin & Support Services	55%	4.77	2.6235
TOTAL	100%		4.873

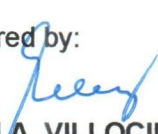
EQUIVALENT NUMERICAL RATING: 4.87

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.87

ADJECTIVAL RATING: Outstanding

Prepared by:


ALELI A. VILLOCINO
Name of Faculty

Reviewed by:


CHARIS B. LIMBO
Director, IHK


MARIA JULIET C. CENIZA
VP for Research, Extension
and Innovation

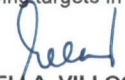
Approved:



EDGARDO E. TULIN
President *oic 8/5/22*

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALELI A. VILLOCINO**, Vice President for Student Affairs and Services commits to deliver and agree to be rated on the attainment of the following targets in accordance with attainment of the following targets in accordance with the indicated measures for the period January-December 2022.


ALELI A. VILLOCINO
 Assoc. Prof. V
 Date: **AUG 01 2022**

Approved: 
EDGARDO E. TULIN
 President *OK 8:55m*

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1.65	1.65	5	5	5	5.00	PHED 206 Administration in PE & PHED 207 Current Trends in PE
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	12	15	5	5	5	5.00	Peejay Montero, Joj R. Parami, Riza B. Ambrocio, Maceda, Rovil Jean, Sosmena, A Jun, Baculfo, Trixia Jayne, Cindy Dohinog, Villamente, Chenlie, Sinambong Adonis, Zabate, Kimkim , Evasco, Lowie, Palo, Iza, Capoquian, Mayflor
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<u>A4</u> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	10	13	5	5	5	5.00	Peejay Montero, Joj R. Parami, Riza B. Ambrocio, Maceda, Rovil Jean, Sosmena, Al Jun, Baculfo, Trixia Jayne, Cindy Dohinog, Villamente, Chenlie, Sinambong Adonis, Zabate, Kimkim , Evasco, Lowie, Palo, Iza, Capoquian, Mayflor
	<u>PI 9</u> : Number of instructional materials developed *	<u>A5</u> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	1	5	5	5	5.00	PHED 207 Current Trend in Phys. Educ and PHED 206 Administration of Phys. Education
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	PHED 206 Administration of Physical Education
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	5	5	5	5	5	5.00	Fostering Active Spaces in Communities, Traditional Sports & Games, Esports & Egames, Gender in Sports & Development, Retrofitting Physical Education in the New Normal
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	5	5	5	5	5.00	Midterm Exam, Final Exam, PhEd Talk, Project Proposal, Concept Paper, participation/attendance to webinars organized by TAFISA
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							

		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	2	5	5	5	5	5.00	PHED 207 and PHED 206
	PI 10. Additional outputs:	A 8. Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	4	5	5	5	5	5.00	Participation/attendance to webinars, participation as respondent to a research study on conservation of traditional sports & games in the ASEAN region, community survey on active spaces to foster active communities
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned							
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
		A11. Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period							
		A12. Number of trainings attended related to instruction	Attend mandated trainings							
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
		A15. Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							

	PI 8: Number of students advised: *	A16: Number of students advised:	<i>Acts as academic advisor to students</i>							
		A17: Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		A18: Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
	PI 9: Number of student organizations advised/ assisted *	A19: Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20: Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	3	3	5	5	5	5.00	University Supreme Student Council Main Campus, USSCF, church-related organizations
	PI 10: Number of instructional materials developed *	A 21: Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resource	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							

		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		COPC	Prepared documents to support the COPC application							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with host training establishments willing to accept student teachers							
		A 26. Other outputs implementing the new normal due to covid 19	Modified/Adopt safety & health guidelines in the conduct of activities	1	1	5	5	5	5.00	introduce netiquettes before the start of online classes, Building a culture of safety in a pandemic and beyond (guidelines)
UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								

	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	1	5	5	5	5.00	Physical Education during COVID-19
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1	2	5	5	5	5.00	Brgy Pangasugan, Ramon Aboitiz Foundation Inc.
	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implementes duly approved extension projects							

	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services								
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries								
	Research Mentoring	Research Mentor									
	Peer reviewers/Panelists	Peer reviewers/Panelists									
	Resource Persons	Resource Persons									
	Convenor/Organizer	Convenor/Organizer									
	Consultancy	Consultant									
	Evaluator	Evaluator									
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation								
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *									
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal								
UMFO 4. SUPPORT TO OPERATIONS											
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS											
	PI 1. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of OVPSAS under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member								

	PI 2. Zero percent complaint from clients served	A 45. Customerly friendly frontline services	Provides customer friendly frontline services to clients							
	PI 3. Number of administrative services and financial/ administrative documents acted within time frame		submit reports on time	100%	100%	5	5	5	5.00	CHED Report, Audit Report, Institutional Portfolio, AACCUP Area Report, THE Impact Ranking, Student Affairs & Services Report, Admissions 2022 Degree Program Data
	PI 4. No. of formal/informal linkages with external agencies maintained		links with external agencies	5	7	5	5	5	5.00	Ramon Aboitiz Foundation Inc., Ichon, Padre Burgos, Sogod, Macrohon PNP, LGU Baybay, Global Medic
	PI 5. No. of council/board/committee assignments served/functions performed		100% attendance of units heads, committee members attended the meeting	9	10	5	5	5	5.00	VSU Relief Operations Team, VEFI Board of Directors, NAPB, APB, UAdCO, THE World Ranking Comt, Institutional Accreditation, Program Accreditation, Anniversary Committee, CAT Committee, Admissions Committee, Academic Council
	PI 6. No. of unit heads/staff meetings presided		100% attendance of units heads, committee members attended the meeting							

		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to comply with IATF safety & health guidelines							
	PI 7. Percentage of clients served rated the services received at least very satisfactory or higher		rated services as very satisfactory or higher	90%	100%	5	5	5	5.00	Project Langoy sa Kaluwasan evaluation report (subject specialist)
	PI 8. Number of quality procedures revised/updated and registered at QAC		review of procedures manual	1	2	5	5	5	5.00	VPS-1 Implementation of Student Internship (Local), QP & GL Online Admission of Undergraduate Students in the new normal
	PI 9. Percentage implementation of processes in accordance with existing approved quality procedures.		implements processes according to QP	100%	100%	5	5	5	5.00	QPs & GLs Student Internship
	PI 10. Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor		complies with existing quality procedures	100%	100%	5	5	5	5.00	All QPs & GLs registered at the Quality Assurance Center as process owner, member of Top Management & QMR
UMFO 5. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
OVPSAS GASS 1: Administrative and Support Services Management										

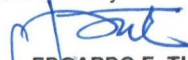
GASS 1: Administrative and Support Services	PI 1. Number of administrative services and financial/administrative documents acted within the time frame		acts on documents within the time frame	100%	100%	5	5	4	4.66	CHED Report, Audit Report, Institutional Portfolio, AACUP Area Report, THE Impact Ranking, Student Affairs & Services Report, Admissions 2022 Degree Program Data
	PI 2. Number of proposals prepared for the delivery of student affairs & services		Prepared and presented a relief operation plan for So. Leyte, Baybay barangays affected with Agaton and proposed policies and guidelines for second coursers	2	3	5	5	4	4.66	Relief Operation (Typhoon Odette & Agaton), Proposed Guidelines & Policies for Second-Coursers, Minutes Management Review, compliance to
	PI 3. Number of proposals prepared for the continual improvement in handling customer feedback.		proposed to modify the template on customer feedback report	1	1	5	5	4	4.66	Customer Feedback Investigation Report Form
	PI 3. number of council/board/committee assignments served/functions performed	Active participation in meetings called by immediate supervisor, committee chairpersons & head of units/offices.	performs council/board/committee assignments	12	14	5	5	5	5.00	UAdCo, NAPB, APB, UAC, Student Services & Affairs Comt, University Library Comt, ASH Comt/CODI, VEFI BOD, Internal Auditors Comt, Management Review, Institutional Accreditation Task Force, Program Accreditation Task Force, Admissions Comt, THE Impact Ranking 2022
	PI 4. Number of faculty & staff facilitated in the preparation of Online College Admission Test		Presides and coordinates meetings and activities related to online CAT	30	40	5	5	5	5.00	University Admissions Comt, CAT Tehcnical Working Group, Proctors, Validators, IT Staff, OVPSAS & OHA staff

	PI 5, number of unit heads/staff meetings presided		presides meetings with unit heads/staff	15	15	5	5	4	4.66	ODS, OSWS, OSGA, OCJP, NSTP, OHA, LIBRARY, USHER, HELPDESK, ICTMC, Web Team, Customer Feedback
	Total Over-all Rating					130	130	126	128.64	
	Average Rating								4.95	
	Adjectival Rating								"O"	

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.95
ADJECTIVAL RATING		"O"

Comments & Recommendations for Development Purposes

Evaluated & Rated by:


EDGARDO E. TULIN

Immediate Supervisor *OK*

Date: 8/5/14

Approved by:


EDGARDO E. TULIN

President *OK*

Date: 8/5/14

PERFORMANCE MONITORING FORM

Name of Employee: ALELI A. VILLOCINO

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	Teach PHED 206 Administration of Physical Education	<ul style="list-style-type: none"> Deliver quality flexible learning & instruction to MEd major in Physical Education 	January 2022	May 2022		Very impressive	Outstanding	Need to gather more references and learning materials in current trends in physical education, collaborate with faculty & network with SUCs offering the degree program
2	Update ppt, learning materials, strategies in teaching the subject through online/remote learning	<ul style="list-style-type: none"> More interactive and creative e-Learning presentation to build an effective learning course. 	January 2022	February 2022		Impressive	Outstanding	Explore more teaching strategies for online class and encourage students to join webinars organized by regional, national and international organizations
3	Create flexible & negotiated assessment to best rate students' performance in online classes.	<ul style="list-style-type: none"> Objectives & tasks are aligned to course learning outcomes & learning activities. 	February 2022 – May 2022			impressive	Outstanding	Include opportunities for group, peer and self-assessment

		<ul style="list-style-type: none"> Interventions are designed to provide sufficient time for students to comply with the course requirements. 				
4	Submit reports and other requirements	<ul style="list-style-type: none"> Submission of DTR, accomplishment report, grade sheets, committee reports, program report and other documents/reports assigned by immediate supervisor and other offices/units. 	January 2022 – June 2022	Very Impressive	Outstanding	
5	Student Consultation	<ul style="list-style-type: none"> Advise and coach graduate students/advises in preparing for the comprehensive examination. 	January 2022 – onwards	Very impressive	Outstanding	Design a scoring rubric for oral comprehensive exam; integrate psychosocial support and mental health activities every meeting.

		<ul style="list-style-type: none"> • Provide psychosocial support to graduate students specially now that we have transitioned to online learning platform • Advise students to pursue long-term educational aspirations • Faculty members extend support for students to navigate their program in the midst of a pandemic. 				
6	Consultation with office/unit heads on policies, guidelines, procedures in the operations & management of programs/projects.	<ul style="list-style-type: none"> • Improved communication, organizational and management performance and decision-making. • culture of team work is built within a newly created office. 	January 2022 – onwards	Very impressive	Outstanding	Schedule consultation meetings to units/offices and discuss the second surveillance audit report.

7	Oversee the operations of units/offices working with the OVPSAS	<ul style="list-style-type: none"> Improved delivery of support to interested parties (internal and external) Empowered and engaged work force. 	January 2022 – onwards	impressive	Outstanding	Work closely with unit/office heads. Review policies & guidelines. Connect with students & other interested parties
8	Facilitate in cascading ISO 9001:2015 as a tool to improve the quality of delivery of services and products	<ul style="list-style-type: none"> Conduct management review, attend department regular and emergency meetings, send/post important messages on the virtual office (group chats) to remind and update personnel of ISO activities, coordinate with offices/units/departments in preparation for the second surveillance audit. 	January 2022 – onwards	Impressive	Outstanding	Revisit the quality procedures and guidelines of processes for possible revisions and cascade any changes for planning to offices/units.
9	Attends to administrative council meetings, university	<ul style="list-style-type: none"> Update staff of university guidelines, policies and other 	January 2022 – onwards	Very Impressive	Outstanding	Explore and open up ideas to others in order to get a deeper approach towards situations and events

	meetings, CHED & other agencies, quality assurance activities	<ul style="list-style-type: none"> university affairs Empower personnel to actively participate in meetings and decision making 				happening in the pandemic.
10	Endorse staff to attend training, workshop, webinars	<ul style="list-style-type: none"> Level up the morale of the staff to be more driven, motivated and inspired to accomplish their tasks/targets 	January 2022 – onwards	Very impressive	Outstanding	Provide learning & development activities to guidance counselors & librarians to create more flexible delivery of services in the light of the pandemic.

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

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

Prepared by:


EDGARDO E. TULIN
 President *ac slsm*

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALELI A. VILLOCINO

Performance Rating:

Aim:

1. To provide flexible delivery of support to students and ensure a continuity of learning in the pandemic and limited face to face classes; and
2. To maintain the operations of the student's affairs and services office and units during the pandemic and in the preparation for limited face-to-face classes.

Proposed Intervention:

1. Create a Helpdesk mechanism with the support of the ICTMC
2. Collaborate and network with other practitioners in the region to provide psychosocial support to students.
3. Work closely with colleges, departments, offices/units, administration and the local COVID Task Force in the delivery of support to students.
4. Revive the VSU CARES.
5. Revisit the SOB content/topics.

Date: July 2022

Target Date: August 2022 & onwards

First Step: Anchor the work plan based on CHED guidelines implementation of flexible delivery of student affairs and services and retrofitting of dormitories & cottages and other facilities for the full implementation of face-to-face classes. Other guidelines to consider are the Health & Safety protocols set by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF – MEID), Local Government Unit (LGU) and the advisory and memorandum from the Office of the President (OP).

Next Step: Conduct consultative meetings with units/offices working with OVPSAS to assess the on-going processes and procedures in admissions, health assessment, dormitory application and enrollment. Collaborate with the USSCF and course organizations through the Student Development Services Office to closely connect with students and identify their needs.

Endorse Guidance Counselors, Department-based Guidance Facilitators and support staff to attend webinars on how to best position themselves to deliver the necessary support and services students.

Plan online support mechanisms using social media platform to connect with students in a safe virtual space or tele-counseling platform.

Result: Responsive student affairs and services towards the promotion of students' interest, welfare and development.

Recommendation:

1. Revisit & monitor the Objectives, Targets & Programs & Action Plans of OVPSAS 2022.
2. Conduct a survey to identify the needs & expectations of interested parties before the beginning of each academic year.
3. Strengthen the online channels (facebook, messenger, Serbisyo Estudyante, online Kumustahan) to facilitate communication between students and student affairs and services offices/units.
4. Conduct a workshop for all SAS units/offices to roll-out the OVPSAS HelpDesk.
5. Conduct consultative meetings, planning sessions and workshops to design the university's framework in the "integration of mental health programs/activities in the curriculum."
6. Forge linkages/partnerships with SUCs and private universities to create a better system/program in the delivery of student affairs and services.
7. Revisit the SAS Continuity Plan to prepare for full-time face-to-face classes.
8. Conduct more consultation with students and advisers to assess and address their needs and for the university to respond to challenges brought by COVID-19 specifically the adoption of flexible learning.
9. Post-evaluation of the Online College Admission Test, Health Assessment Procedure, acceptance of admission credentials, dormitory application, OVPSAS Citizen Charter and other processes.

Prepared by:



EDGARDO E. TULIN
President *alc 8/5/14*

Conforme:



ALELI A. VILLOCINO
VP for Student Affairs & Services