



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

**Annex P**

Name of Administrative Staff: **Me-An D. Villas**

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.50                    | 70%                      | 3.15                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.41                    | 30%                      | 1.32                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.47</b>                             |

TOTAL NUMERICAL RATING: **4.47**


Add: Additional Approved Points, if any: **0.00**

TOTAL NUMERICAL RATING: **4.47**

FINAL NUMERICAL RATING **4.47**

ADJECTIVAL RATING: **VERY SATISFACTORY**


Prepared by:

  
**ME-AN D. VILLAS**  
Name of Staff

Reviewed by:

  
**DEEJAY M. LUMANAO**  
Department/Office Head

Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

## 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 accomplishments in accordance with the indicated measures for the period **January to June, 2021**.

  
**ME-AN D. VILLAS**

Ratee

Approved:

  
**DEEJAY M. LUMANAO**

Head of Unit

| MFO & PAPs   | Success Indicators   | Tasks Assigned  | Target | Actual Accomplishment | Rating         |                |                |                | Remarks                                     |
|--|--|---|--------|-----------------------|----------------|----------------|----------------|----------------|---|
|  |  |   |        |                       | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |   |
| Efficient and customer-friendly frontline service        | Number of clients & visitors served  | Entertain inquiries from clients and visitors   | 50     | 20                    | 5              | 4              | 4              | 4.33           | No complaint from clients served            |
|  | Number of telephone calls answered and relayed   | Answer and relay telephone calls for other staff  | 50     | 60                    | 5              | 4              | 4              | 4.33           | No complaint from clients served            |
|  | 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 | 200    | 250                   | 4              | 5              | 4              | 4.33           | No complaint from clients served            |
| Online Services (updates for the VSU e-learning website) | Maintained Page for VSU-openU  | Maintain FB page for VSU OpenU  | 1      | 1                     | 5              | 4              | 4              | 4.33           | OU Facebook Page                            |
|  | Number of user accounts created/maintained   | Create user accounts for students and teachers  | 40     | 62                    | 4              | 5              | 4              | 4.33           | Maintained user accounts                    |
| Advanced and Higher Education Services                   | Number of Instructional Materials sent to students   | send soft copy of Instructional Materials to extramural students  | 30     | 31                    | 5              | 5              | 4              | 4.67           | sent instructional materials via email      |
|  | Number of M.Ag.Dev. students enrolled in distance education  | Facilitates the enrolment of M.Ag.Dev graduate students   | 40     | 47                    | 5              | 5              | 4              | 4.67           | Continuing and New Enrollees for M.Ag.Dev., |

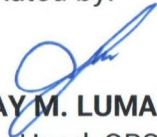
|                       |                                   |   |    |   |   |   |   |       |                              |
|-----------------------|-----------------------------------|---|----|---|---|---|---|-------|------------------------------|
|                       | Number of new M.Ag.Dev. enrollees | Facilitates admission and enrolment of new students | 30 | 4 | 5 | 5 | 5 | 5.00  | New Enrollees for M.Ag.Dev., |
| Total Over-all Rating |                                   |   |    |   |   |   |   | 36.00 |                              |

|   |  |             |  |  |
|---|--|-------------|--|--|
| Average Rating (Total Over-all rating divided by 9) |  | 4.50        |  | Comments & Recommendations for Development Purpose: She can work with minimal supervision. |
| Additional Points:                                  |  |             |  |  |
| Approved Additional points (with copy of approval)  |  |             |  |  |
| FINAL RATING  |  | 4.50        |  |  |
| ADJECTIVAL RATING                                   |  | Outstanding |  |  |

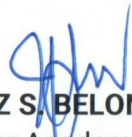
Evaluated and Rated by:

Recommending Approval:

Approved by:

  
DEEJAY M. LUMANAO, Ph.D.  
Head, OPO

N/A  
\_\_\_\_\_  
Dean

  
BEATRIZ S. BELONIAS, Ph.D.  
VP for Academic Affairs

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



## Exhibit I

**PERFORMANCE MONITORING FORM**  
**January to June 2021**

Name of Employee: **Jesus Freddy M. Baldos**


| <b>Task No.</b> | <b>Task Description</b>   | <b>Expected Output</b>                          | <b>Date Assigned</b> | <b>Expected Date to Accomplish</b>              | <b>Actual Date accomplished</b>                                       | <b>Quality of Output*</b> | <b>Over-all assessment of output**</b> | <b>Remarks/ Recommendation</b>  |
|-----------------|---|---|----------------------|---|---|---------------------------|--|---|
| 1               | Entertains inquiries from clients and visitors  | 30 clients served                               | January 2021         | When there are visitors                         | January to June 2021  | Impressive                | Very Satisfactory                      | 50 clients served   |
| 2               | Answers telephone calls   | 10 calls answered                               | January 2021         | When there are calls                            | Every time there are calls until June 2021                            | Impressive                | Very Satisfactory                      | 20 calls answered   |
| 3               | Sends emails; answers queries of extramural students thru emails, Facebook messages, telephone calls, cellphone calls/texts | 50 emails, messages sent                        | January 2021         | Immediately after emails/inquiries are received | January to June 2021, immediately after emails/inquiries are received | Impressive                | Very Satisfactory                      | 80 emails, messages sent  |
| 4               | Facilitates admission and enrolment of MAgDev graduate students   | 40 graduate students enrolled                   | January 2021         | January to March 2021                           | January until 3rd week of March 2021                                  | Very Impressive           | Outstanding                            | 47graduate students enrolled  |
| 5               | Facilitates admission and enrollment of new MAgDev graduate students  | 15 new graduate students enrolled               | January 2021         | January to March 2021                           | January to March 2021   | Very Impressive           | Outstanding                            | 4 new graduate students enrolled  |
| 6               | Supervises, monitors and evaluates performance of the Online Programs Office staff  | 1 OPO staff supervised, monitored and evaluated | January 2021         | January to June 2021                            | January to June 2021  | Very Impressive           | Outstanding                            | 2 OPO staff and 2 JO laborers supervised, monitored and evaluated as Head/OIC |

|    |   |   |              |                       |                       |                 |                   |  |
|----|---|---|--------------|-----------------------|-----------------------|-----------------|-------------------|--|
| 7  | Presides meetings and discusses important matters   | 2 meetings presided and important matters discussed         | January 2021 | As the need arises    | January to June 2021  | Impressive      | Very Satisfactory | 7 meetings presided and important matters discussed  |
| 8  | Serve as member of the Graduate School standing committees  | 1 meeting attended as member of the Graduate School Council | January 2021 | As the need arises    | January to June 2021  | Impressive      | Very Satisfactory | 6 meetings attended as member of the Graduate School Council and University-created committees |
| 9  | Reviews and endorses recommendations/nominations/ application for admission and other important documents   | 20 documents reviewed and endorsed for admission            | January 2021 | January to March 2021 | January to March 2021 | Very Impressive | Outstanding       | 47 MAgDev students admitted and enrolled   |
| 10 | Prepares letter requests and reviews, signs and releases office documents prepared by the OPO staff         | 30 documents reviewed, signed and released                  | January 2021 | January to June 2021  | January to June 2021  | Very Impressive | Outstanding       | 77 documents reviewed, signed and released   |
| 11 | To prepare and submit APP, EPP, annual accomplishment report, budget proposals and other required documents | 3 documents prepared and submitted                          | January 2021 | January to June 2021  | January to June 2021  | Very Impressive | Outstanding       | 5 documents prepared and submitted   |
| 12 | Compiles news articles and uploads in social media platforms  | Upon consolidation of all edited articles                   | January 2021 | January to June 2021  | January to June 2021  | Impressive      | Very Satisfactory | 15 news articles written for the GradNewline and OPO Updates                                   |

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

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

Prepared by:

  
**DEEJAY M. LUMANAO**  
 Head, Online Programs Office





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January to June 2021**

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   |   | 53    |   |   |   |   |
| <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   |   | 4.41  |   |   |   |   |

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

  
**DEEJAY M. LUMANAO**  
 Head of Office



**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **ME-AN D. VILLAS**

Performance Rating: **Very Satisfactory**

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, 2021**

Target Date: **June 30, 2021**

**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: **January 1, 2021**

Target Date: **June 30, 2021**

**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:

  
**DEEJAY M. LUMANAO**  
Head, Online Programs Office

Conforme:

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