

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS
(July-December 2023)**

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) |
|-------------------------------------|-----------------------------------------------|----------------------------------------|---------------------------------------------|
| 1. Instruction | 25% | 5.0 | 1.25 |
| 2. Research | 5% | 5.0 | .25 |
| 3. Extension | 5% | 5.0 | .25 |
| 4. Support to Operations | 10% | 5.0 | .5 |
| 5. General Admin & Support Services | 55% | 5.0 | 2.75 |
| TOTAL | 100% | | |

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any: 5.00


TOTAL NUMERICAL RATING: 5.00

ADJECTIVAL RATING: Outstanding

Prepared by:

ALELI A. VILLOCINO
Name of Faculty

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs

"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 the indicated measures for the period January to December 2023.


ALELI A. VILLOCINO
 Associate Professor V
 VP for SAS

Date:

01 MAR 2024

Approved:


DANIEL LESLIE S. TAN

OIC - President

Date

05 MAR 2024

| MFO No. | Description of MFO's/PAPs | Success/ Performance Indicators (PI) | Tasks Assigned | Target January December 2023 | Actual Accomplishment July-December 2023 | Rating | | | | REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators) |
|--------------------------------------|-------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------|------------------------------------------|---------|------------|------------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| UMFO 1. ADVANCED EDUCATION SERVICES | | | | | | | | | | |
| 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 207 Current Trends in Physical Education |
| | PI 8: Number of graduate students advised * | A2. Number of students advised | Acts as academic adviser to graduate students | 9 | 9 | 5 | 5 | 5 | 5.00 | Abelardo, Madhelle; Aimee Cahucom; April Jane Danolco; Angelica Mae Denoy; Emely Dojello, Marc Vincent Elizalde; Nory Funetes; Mariane Geordias, Algin Vilbar; Lyca Jane |
| | | 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 | | | | | | | |

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|--|------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----|---|---|---|---|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | A4 . Number of students entertained for consultation purposes | <i>Entertains students seeking consultation with faculty</i> | 14 | 9 | 5 | 5 | 5 | 5.00 | Abelardo, Madhelle; Aimee Cahucom; April Jane Danolco; Angelica Mae Denoy; Emely Dojello, Marc Vincent Elizalde; Nory Funetes; Mariane Geordias, Algin Vilbar; Lyca Jane |
| | PI 9: Number of instructional materials developed * | A5 . Number of on-line ready coursewares developed and submitted for review | <i>Converts the existing instructional materials into flexible learning systems</i> | 2 | 1 | 5 | 5 | 5 | 5.00 | PHED 207 Current Trends in Physical Education |
| | | On-line ready courseware | <i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i> | 1 | 1 | 5 | 5 | 5 | 5.00 | PHED 207 Current Trends in Physical Education |
| | | Supplemental learning resources | <i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i> | 6 | 5 | 5 | 5 | 5 | 5.00 | Fostering Active Spaces in Communities, Traditional Sports and Games, E-Sports and E-Games, Gender in Sports and Development, Retrofitting Physical Education in the New Normal |
| | | Assessment tools | <i>Prepares assessment tools such as long exam, quizzes, problems sets, etc.</i> | 8 | 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 | <i>Submits the course ware duly reviewed by TRP for editing by MMDC editor</i> | | | | | | | |
| | | A 7 : Number of virtual classroom created and operational | <i>Creates virtual classroom using either Moddle or Google Classroom</i> | 2 | 5 | 5 | 5 | 5 | 5.00 | PHED 207 Current Trends in Physical Education |

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|--|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---|----|---|---|---|------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <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 | | | | | | | |
| | | <u>A18</u> . Number of students entertained for consultation | Entertains students consulting on subject taught, thesis and grades | | | | | | | |
| | <u>PI 9</u> : Number of student organizations advised/assisted * | <u>A19</u> . Number of Student organizations advised | Advises student organizations recognized by OSDS | 4 | 20 | 5 | 5 | 5 | 5.00 | USSC, CSSC, Course-related organizations, church related organizations |
| | | <u>A20</u> . Number of Student organizations assisted on student related activities | Assists student organizations in implementing student related activities | 4 | 20 | 5 | 5 | 5 | 5.00 | USSC Main Campus, USSCF, church-related organizations, course related organizations, sports clubs, women and girls in sports, Student Election Board |
| | <u>PI 10</u> : Number of instructional materials developed * | <u>A 21</u> : Number of on-line course ware developed and | Prepares and submits for review by the Technical Review Panel | | | | | | | |
| | | On-line ready courseware | Prepares Instructional module/laboratory guide/workbook or a combination thereof | | | | | | | |
| | | Supplemental learning | Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught | | | | | | | |
| | | Assessment tools | Prepares assessment tools such as long exam, quizzes, problems sets, etc. | | | | | | | |

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|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|------|-------------------------------------------------------------------------------------------------------------|
| | | <i>In refereed int'l</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 fora/conferences | | | | | | | |
| | | <i>In int'l fora/conferences</i> | | | | | | | | |
| | | <i>In nat'l/regional</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 | 3 | 5 | 5 | 5 | 5.00 | Physical Education health and safety guidelines, retrofitting dormitories and cottages, SAS Continuity Plan |
| 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 | Identifies and links with probable partners for extension activities and maintains this active partnership | 1 | 2 | 5 | 5 | 5 | 5.0 | Barangay Pangasugan, San Agustin, |

| | | | | | | | | | | |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------|------|---|---|---|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | PI 11. Additional outputs * | A 42. No. of extension-related awards (extn. conducted by faculty or | | | | | | | | |
| | | 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 process owner | 1 | 18 | 5 | 5 | 5 | 5.0 | Verification of Corrective Action Reports; Conduct ISO Core Meetings |
| | PI 2. Zero percent complaint from clients served | A 45. Customerly friendly frontline services | Provides customer friendly frontline services to clients | 100% | 100% | 5 | 5 | 5 | 5.0 | Customer/client satisfaction survey results in 2023 (Customer Feedback Office) |
| | PI 3. Number of administrative services and financial/ administrative documents acted within time frame | | submit reports on time | 100% | 100% | 5 | 5 | 5 | 5.0 | CHED Report, Audit Report, THE Impact Ranking, SAS Report, Student Internship Report, QS Star, Non-Conformity Reports |
| | PI 4 No. of formal/informal linkages with external agencies maintained | | links with external agencies | 5 | 28 | 5 | 5 | 5 | 5.0 | LGU Baybay, Student Internship Program Host Training Establishments (HTEs) |
| | PI 5. No. of council/board/committee assignments served/functions performed | | 100% attendance of units heads, committee members attended the meeting | 15 | 25 | 5 | 5 | 5 | 5.0 | Crisis Management Committee, VEFI Board of Directors, NAPB, APB, UAdCo, THE World Ranking Committee, Institutional Accreditation, Program Accreditation, Academic Council, Philippine Quality Awards |

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|--|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----|----|---|---|---|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | PI 2. Number of proposals prepared for the delivery of student affairs & services | | Proposals submitted to UAdCO for approval | 3 | | | | | | |
| | PI 3. Number of proposals prepared for the continual improvement in handling customer feedback. | | Prepare and present the proposed university policy in handling feedback | 1 | 1 | 5 | 5 | 5 | 5.0 | 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 | 15 | 5 | 5 | 5 | 5.00 | UAdCo, NAPB, APB, UAC, Student Affairs and Services Committee, University Library Committee, ASH Committee, CODI, VEFI BOD, Internal Auditors Committee, Management Review, Institutional Accreditation Task Force, PSV Accreditation Task Force, Admissions Committee, THE Impact Ranking 2022, QS Star World Ranking, CHED Monitoring of SAS |
| | 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 Committee, CAT Technical Working Group, Proctors, Validators, IT Staff, OVPSAS and OHA staff, Student Welfare Services, Dormitory Management Committee, ASH Committee, Commencement Exercises Working Committee |

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|-----------------------------------------------------|---------------------------------------------------|--|-----------------------------------------|----|----|----------------------------------------------------------------------------------------------|-----|-----|--------|-----------------------------------------------------------------------------------------------------------------------------------------|
| | PI 5.number of unit heads/staff meetings presided | | presides meetings with unit heads/staff | 12 | 28 | 5 | 5 | 5 | 5.0 | Student Development Services, Student Welfare Services, Career and Job Placement Office, NSTP Admissions, Library, USHER, ASH Committee |
| | Total Over-all Rating | | | | | 175 | 175 | 175 | 175.00 | |
| | Average Rating | | | | | | | | 4.99 | |
| | Adjectival Rating | | | | | | | | "O" | |
| Average Rating (Total Over-all rating divided by 4) | | | | | | Comments & Recommendations for Development Purposes <i>Very Responsible and Smart.</i> | | | | |
| Additional Points: | | | | | | | | | | |
| Punctuality | | | | | | | | | | |
| Approved Additional points (with copy of approval) | | | | | | | | | | |
| FINAL RATING | | | | | | | | | | |
| ADJECTIVAL RATING | | | | | | | | | | |

Evaluated & Rated by:

DANIEL LESLIE S. TAN

Immediate Supervisor

Date: 05 MAR 2024

Approved by:

DANIEL LESLIE S. TAN

OIC - President

Date: 05 MAR 2024

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALELI A. VILLOCINO

Performance Rating: July-December 2023

Aim: To enrich the student's experiences and supplement the academic programs through educational, athletic, cultural, spiritual, civic and social activities.

Proposed Interventions

1. Recommend staff to attend training (in-service, workshops), conferences, executive leadership training, formal and informal development activities education and development activities (formal and informal);
2. Create linkages to develop fellow SAS practitioners in the region, both private and government institutions or agencies.
3. Revive VSU CARES.

Date: August 2023

Target Date: January 2024

First Step: Align to the Objectives, Targets & Programs of the OVPSAS and units working with student affairs and services.

Next Step: Conduct consultative meetings with units/offices working with OVPSAS to assess the on-going intervention programs conducted from July 2023 – onwards.

Collaborate with the Student Development Services, Student Welfare & Services and the Dean of Students to closely connect with students needs.

Endorse Guidance Counselors, Department-based Guidance Facilitators and support staff to attend seminars, trainings, workshop, on how to best deliver the necessary support and services students.

Result: Responsive student affairs and services and competent, motivated and driven SAS personnel.

Recommendation:

1. Revisit the Objectives, Targets & Programs & Action Plans for implementation from July – December 2023 of units/offices working with OVPSAS.
2. Conduct a survey to identify the needs & expectations of interested parties before the beginning of each academic year.

3. Strengthen communication channels to better facilitate connection between students and student affairs and services offices/units.
4. Conduct consultative meetings, planning sessions and workshops to craft the university's framework in the "integration of mental health programs/activities in the curriculum."
5. Forge linkages/partnerships with SUCs and private universities to create a better system/program in the delivery of student affairs and services.

Prepared by:



DANIEL LESLIE S. TAN
OIC-President

Conforme:



ALELI A. VILLOCINO
VP for Student Affairs & Services