



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **NORBERT JOHN O. VILLAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.85	70%	3.395
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.41	30%	1.323
TOTAL NUMERICAL RATING			4.718

TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

ADJECTIVAL RATING:

4.718

4.718

Outstanding
~~Very Satisfactory~~

Prepared by:

NORBERT JOHN O. VILLAS
Name of Staff

Reviewed by:

ALELI A. VILLOCINO
Department/Office Head

Approved:

ALELI A. VILLOCINO
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **NORBERT JOHN O. VILLAS**, of the **OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES** commits to deliver and agreed to be rated on the attainment of the following accomplishments accordance with the indicated measures for the period **January - December 2023**.

NORBERT JOHN O. VILLAS

Ratee

Date: 05 JUL 2023

Approved:

ALELI A. VILLOCINO

Head of Unit

Date: 10 JUL 2023

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6 <i>General Administration and Support Services</i>									
OVPSAS GASS 1: Administrative and Support Services Management									
	PI 1. Efficient and customer-friendly frontline service	Entertain visitors/ clients with zero complaint served	0%	0%	5	5	5	5.00	0% complaints
	PI 2. Number of involvement in the preparation and review of project/program proposals	Prepare the documents needed in the preparation of project/program proposal	1	1%	4	4	4	4.00	Mentoring Assistance Program (MAP) for persons with disabilities (PWD)/learners with special needs (LSEN)
	PI 3 Number of research proposal, conducted, and monitored	Monitor status of research implemented	1	1%	4	5	5	4.67	Research Proposal
	PI 4. Number of prepared reports for submission to external agencies/providers and offices in the university	Prepare reports every after program for submission	3	3%	5	4	5	4.67	Report of student vaccination status/CHED QuickData
	PI 5. Number of participation in the network of researchers, policymakers and practitioners in the areas of student affairs and services	Involvement in the network of researchers and others in the areas of SAS	1	1	5	5	5	5.00	Collaboration with ODS & GAD

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 6. Number of student support services reported and submitted	Prepared reports involving student support services	1	1	5	5	5	5.00	Report of students affected by mental health problems
	PI 7. Number of tracked student welfare through media channels	Prepared tracking application using digital platform	2	2	4	5	4	4.33	Helpdesk, Relief operations
	PI 8. Maintain OVPSAS Social Media account engagement	Regular monitoring and updating of social media account. Respond to client inquiries through messenger of Automated Response through OVPSAS HelpDesk	1	1	5	5	5	5.00	OVPSAS Page
	PI 9 Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences								
	Number of meetings/ seminars/ trainings/ workshops/ Orientation & Conferences assisted and serves as a facilitator	Serve as a facilitator	1	1	6	5	5	5.33	Student onboarding
	Number of prepared workshop/training/activity Documents	Prepare needed documents for Workshop/Training	1	1	5	5	5	5.00	
	Number of meetings/ seminars/ trainings/ workshops/ Orientation & Conferences Attended	Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences	3	3	5	5	5	5.00	Certificates

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Total Over-all Rating					4.85	4.85	4.85	4.85	
Average Rating				Comments and recommendations for Development Purpose: Further training and development of skills to enhance the outcome of results and performance on his office task. Balancing the work priorities through task management					
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING									
ADJECTIVAL RATING									

Evaluated & Rated by:

ALELI A. VILLOCINO

VP for SAS

Date: 10 JUL 2023

Approved by:

ALELI A. VILLOCINO

VP for SAS

Date: 10 JUL 2023

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

PERFORMANCE MONITORING FORM

Exhibit I

Name of Employee: **NORBERT JOHN O. VILLAS**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date of Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output	Remarks/R ecommend ation
1	Monitor the OVPSAS Helpdesk In FB Page	Cater all inquiries of students,parents, potential clients of VSU through online platform	January 2023	December 2023	June 2023	Impressive	Very Satisfactory	
2	Student Onboarding program preparation	Program is organized and able to deliver the topics from each RP to students, followed the on time schedule	July 2023	August 2023	August 2023	Impressive	Very Satisfactory	
3	Times Higher Education (SDG 10) Participation	Submit the documents/evidenced required in the indicators in the THE	October 2023	November 2023	November 2023	Impressive	Very Satisfactory	
4	CHED QuickData submission	Submit the Quickdata required by CHED through Google	June 2023	July 2023	July 2023	Impressive	Very Satisfactory	

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

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

Prepared by:



ALELI A. VILLOCINO

VP for Student Affairs and Services



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

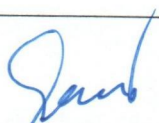
Name of Staff: NORBERT JOHN O. VILLAS Position: EDUCATION RESEARCH ASSISTANT I

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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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	<u>5</u>	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	<u>4</u>	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	<u>4</u>	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	<u>4</u>	3	2	1
7.	Keeps accurate records of his work which is easily retrievable when needed.	5	4	<u>3</u>	2	1
8.	Suggests new ways to further improve his work and the services of the office to its clients	<u>5</u>	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	<u>5</u>	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	<u>4</u>	3	2	1

11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	<u>4</u>	3	2	1
12. Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score	<u>54</u>				
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	<u>4.41</u>				
Overall recommendation	:				


ALELI A. VILLOCINO
 Vice President for Student Affairs
 and Services

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NORBERT JOHN O. VILLAS

Performance Rating:

Aim: Attend training, workshop and seminars related to the research & CHED Programs

Proposed Interventions to Improve Performance:

Date: January 1, 2023

Target Date: December 31, 2023

First step: Attend training, workshop, or seminars related to CHED Programs and administrative-related trainings

Results: Proposed a workshop for the enhancement of implementation of programs and student services

Date: January 1, 2024

Target Date: June 30, 2024

Next Step: Monitor the implementation of the proposal

Outcome: _____

Final Step/Recommendation: _____

Prepared by:


ALELI A. VILLOCINO

*Vice President for Student Affairs
and Services*

Conforme:


NORBERT JOHN O. VILLAS

Education Research Assistant I