



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Norman O. Villas
~~Jerome G. Godoy~~

| Particulars (1) | Numerical Rating (2) | Percentage Weight (3) | Equivalent Numerical Rating (2x3) |
|---|----------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR | 4.59 | 70% | 3.21 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 5 | 30% | 1.5 |
| TOTAL NUMERICAL RATING | | | 4.71 |

TOTAL NUMERICAL RATING: 4.71

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.71

FINAL NUMERICAL RATING 4.71

ADJECTIVAL RATING: Outstanding

Prepared by:
NORMAN O. VILLAS
Name of Staff 1/23/25

Reviewed by:
SEAN O. VILLAGONZALO
Department/Office Head 1/23/25

Recommending Approval:

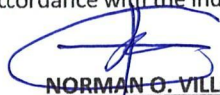
N/A
Dean/Director

Approved:

ELWIN JAY V. YU
Vice President 1/24/25

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Norman O. Villas, of the University Information & Communications Technology Management Center 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 2024.


NORMAN O. VILLAS
 Ratee *1/23/25*

Approved: 
SEAN O. VILLAGONZALO
 Head of Unit *1/23/25*

| MFO & PAPs | Success Indicator | Task assigned | Target | Actual Accomplishments | Rating | | | | Remarks |
|--|---|--|--------|------------------------|--------|----|----|------|---------|
| | | | | | Q1 | E2 | T3 | A4 | |
| MFO 1: Technical Assistance | Number of technical assistance via phone/Cellphone calls served | Technical Support over Telephone/ Cellphone | 100 | 160 | 5 | 5 | 4 | 4.67 | |
| | Number of technical assistance via Instant messaging served | Technical support via IP Messenger/Slack/ | 400 | 550 | 5 | 5 | 5 | 5.00 | |
| | Number of A/V and live streaming | Configure, Lay cables for Online Livestreaming | 50 | 60 | 5 | 3 | 5 | 4.33 | |
| MFO2: Systems Administration, Development & Maintenance | Number of Appends on the development & maintenance of Transcript of records (Registrar) | Convert Data from SRMS to TOR | 1,000 | 2,625 | 5 | 5 | 5 | 5.00 | |
| | Number of records imported from Enrollment System to ID Database | Import/Convert Data from SRMS | 20,000 | 38,220 | 5 | 5 | 5 | 5.00 | |
| | Number of VSU Email User Account Appended | Create new Email User | 140 | 460 | 5 | 5 | 5 | 5.00 | |
| | Number of VSU Email accounts | Recover Email Password | 140 | 1,246 | 5 | 5 | 3 | 4.33 | |
| | Number of VSU Web Assets Appended | Import VSU Web Assets to the web | 100 | 320 | 5 | 4 | 5 | 4.67 | |
| MFO3: Server installation, repair and Maintenance | Proxy Server installed, configured, updated. | Configure Internet Proxy Server | 12 | 12 | 3 | 3 | 3 | 3.00 | |
| | Web Server installed, configured, updated. | Configure VSU | 12 | 22 | 5 | 5 | 4 | 4.67 | |
| | VOIP Server installed, configured, updated. | Configure VOIP Server | 4 | 56 | 5 | 5 | 5 | 5.00 | |
| | Database Server installed, configured, updated. | Configure and Maintain | 16 | 22 | 5 | 5 | 4 | 4.67 | |
| | File Server installed, configured, updated. | Configure and Maintain File | 8 | 12 | 5 | 5 | 5 | 5.00 | |
| MFO4: Data Backup on the following Systems: | Number of enrollment system database backup. | Backup Enrollment | 700 | 730 | 5 | 5 | 5 | 5.00 | |
| | Number of transcript of records database backup | Backup Transcript of Records Database | 700 | 730 | 5 | 5 | 5 | 5.00 | |
| | Number of BAOM database backup | Backup BAOM | 700 | 730 | 5 | 5 | 5 | 5.00 | |
| MFO5: Seminars | Number of training s conducted/facilitated | Conduct User | 10 | 10 | 3 | 3 | 3 | 3.00 | |
| | Number of Systems Maintained | Maintain Systems | 28 | 28 | 5 | 5 | 3 | 4.33 | |


| | | | | | | | | | |
|------------------------------|----------------------------|----------------|---|----|---|---|---|------|--------------|
| MFO6: SYSTEMS | Number of System Developed | Develop Online | 6 | 12 | 5 | 5 | 4 | 4.67 | |
| Total Over-all Rating | | | | | | | | | 87.34 |

| | | |
|---|-----------|--------------------------|
| Average Raring (Total Over-all rating divided by 4) | | 4.59 |
| Additional Points: | | |
| Punctuality | XX | |
| Appoved Additional points (with copy of approval) | XX | |
| Final Rating | | 4.59 |
| Adjectival Rating | | Very Satisfactory |

Commnet & Recommendations for Development Purpose:

It would be in the best interest of USU if Novillas be given an opportunity to have masters units of distant learning in schools offering ICT related courses.

Evaluated & Rated by:


SEAN O. VILAGONZALO
Dept./Unit Head


Date: 1/24/25

Recommending Approval:

NA
Dean/Director

Date: _____

Approved by:


ELWIN JAY V. YU
VP for Admin. & Finance

Date: 1/24/25

1- Quality

2- Efficiency

3- Timeliness

4- Average

PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: UICTS

Head of Office: SEAN O. VILLAGONZALO

Number of Personnel: 9


| Activity Monitoring | MECHANISM | | | | Remarks |
|---|------------|-------------------------|--------|-----------------------|------------------------------------|
| | Meeting | | Memo | Others (Pls. specify) | |
| | One-on-One | Group | | | |
| Monitoring Network repair & maintenance | | January – December 2024 | Verbal | | During monthly & emergency meeting |
| Coaching Advised everyone to look For trainings that can improve office efficiency in dealing network problems. | | January – December 2024 | Verbal | | |

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


SEAN O. VILLAGONZALO 1/23/25
Immediate Supervisor

Noted by:


ELWIN JAY V. YU 1/24/25
Next Higher Supervisor

TRACKING TOOL FOR MONITORING TARGETS

Norman O. Villas


IT Officer I

ICTMC

| Major Final Output/ Performance Indicator | TASK | ASSIGNED TO | DURATION | TASK STATUS | | | | REMARKS |
|---|--|--|-------------------|----------------------|----------------------|----------------------|----------------------|---------|
| | | | | 1 st Week | 2 nd Week | 3 rd Week | 4 th Week | |
| MF01: Technical Assistance | | | | | | | | |
| Number of technical assistance via phone/Cellphone calls served | Technical Support over Telephone/ Cellphone | NOVillas JGGodoy SOVillagonzalo ICTM Team | Jan. – Dec., 2024 | X | X | X | X | |
| Number of technical assistance via Instant messaging served | Technical support via IP Messenger/Slack /Email | NOVillas JGGodoy SOVillagonzalo ICTM Team | Jan. – Dec., 2024 | X | X | X | X | |
| Number of A/V and live streaming | Configure, Lay cables for Online Livestreaming | NOVillas JGGodoy ICTM Team | Jan. – Dec., 2024 | X | X | X | X | |
| MF02: Systems Administration, Development & Maintenance | | | | | | | | |
| Number of Appends on the development & maintenance of Transcript of records (Registrar) | Convert Data from SRMS to TOR | NOVillas | Jan. – Dec., 2024 | X | X | X | X | |
| Number of records imported from Enrollment System to ID Database | Import/Convert Data from SRMS Database to Atteilla ID Database | NOVillas | Jan. – Dec., 2024 | X | X | X | X | |
| Number of VSU Email User Account Appended | Create new Email User | NOVillas | Jan. – Dec., 2024 | X | X | X | X | |
| Number of VSU Email accounts | Recover Email Password | NOVillas | Jan. – Dec., 2024 | X | X | X | X | |
| Number of VSU Web Assets Appended | Import VSU Web Assets to the web | NOVillas | Jan. – Dec., 2024 | X | X | X | X | |
| MF03: Server installation, repair and Maintenance | | | | | | | | |
| Proxy Server installed, configured, updated. | Configure Internet Proxy Server | NOVillas | Jan. – Dec., 2024 | X | X | X | X | |
| Web Server installed, configured, | Configure VSU Web Server | NOVillas | Jan. – Dec., | X | X | X | X | |

| | | | | | | | | |
|--|---|-------------------|-------------------|---|---|---|---|--|
| updated | | | 2024 | | | | | |
| VOIP Server installed, configured, updated | Configure VOIP Server | NOVillas | Jan. – Dec., 2024 | X | X | X | X | |
| Database Server installed, configured, updated | Configured and Maintain Database Server | NOVillas | Jan. – Dec., 2024 | X | X | X | X | |
| File Server installed, configured, updated | Configure and Maintain File Server | NOVillas | Jan. – Dec., 2024 | X | X | X | X | |
| MF04: Data Backup on the following Systems: | | | | | | | | |
| Number of enrollment system database backup. | Backup Enrollment System Database | NOVillas | Jan. – Dec., 2024 | X | X | X | X | |
| Number of transcript of records database backup | Backup Transcript of Records Database | NOVillas | Jan. – Dec., 2024 | X | X | X | X | |
| Number of BAOM database backup | Backup BAOM Database | NOVillas | Jan. – Dec., 2024 | X | X | X | X | |
| MF05: Seminars and Training | | | | | | | | |
| Number of trainings conducted/facilitated | Conduct User Training | NOVillas MIS Team | Jan. – Dec., 2024 | X | X | X | X | |
| MF06: SYSTEMS Development | | | | | | | | |
| Number of Systems Maintained | Maintain Systems | NOVillas MIS Team | Jan. – Dec., 2024 | X | X | X | X | |
| Number of System Developed | Develop Online Enrollment System, HRIS | NOVillas MIS Team | Jan. – Dec., 2024 | X | X | X | X | |

Prepared by:


SEAN O. VILLAGONZALO
 UICTS Director 1/23/20

PERFORMANCE MONITORING FORM

Name of Employee: Norman O. 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 | Technical Support over Telephone/ Cellphone | Helped Clients concern | Jan.-Dec. 2024 | Within Jan.- Dec. 2024 | Within Jan.- Dec. 2024 | very impressive | Outstanding | |
| 2 | Technical support via IP Messenger/Slack /Email | Helped Clients concern | Jan.-Dec. 2024 | Within Jan.- Dec. 2024 | Within Jan.- Dec. 2024 | very impressive | Outstanding | |
| 3 | Configure, Lay cables for Online Livestreaming | Livestreaming | Jan.-Dec. 2024 | Within Jan.- Dec. 2024 | Within Jan.- Dec. 2024 | very impressive | Outstanding | |
| 4 | Convert Data from SRMS to TOR | Convert Data from SRMS to TOR | Jan.-Dec. 2024 | Within Jan.- Dec. 2024 | Within Jan.- Dec. 2024 | very impressive | Outstanding | |
| 5 | Import/Convert Data from SRMS Database to Atteilla ID Database | Import/Convert Data from SRMS Database to Atteilla ID Database | Jan.-Dec. 2024 | Within Jan.- Dec. 2024 | Within Jan.- Dec. 2024 | very impressive | Outstanding | |
| 6 | Create new Email User | Create new Email User | Jan.-Dec. 2024 | Within Jan.- Dec. 2024 | Within Jan.- Dec. 2024 | very impressive | Outstanding | |
| 7 | Recover Email Password | Recover Email Password | Jan.-Dec. 2024 | Within Jan.- Dec. 2024 | Within Jan.- Dec. 2024 | very impressive | Outstanding | |
| 8 | Import VSU Web Assets to the web | Import VSU Web Assets to the web | Jan.-Dec. 2024 | Within Jan.- Dec. 2024 | Within Jan.- Dec. 2024 | very impressive | Outstanding | |
| 9 | Configure Internet Proxy Server | Configure Internet Proxy Server | Jan.-Dec. 2024 | Within Jan.- Dec. 2024 | Within Jan.- Dec. 2024 | very impressive | Outstanding | |
| 10 | Configure VSU Web Server | Configure VSU Web Server | Jan.-Dec. 2024 | Within Jan.- Dec. 2024 | Within Jan.- Dec. 2024 | very | Outstanding | |

| | | | | | | | | |
|----|---|---|----------------|-----------------------|-----------------------|-----------------|-------------|--|
| | | | | | | impressive | | |
| 11 | Configure VOIP Server | Configure VOIP Server | Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | very impressive | Outstanding | |
| 12 | Configured and Maintain Database Server | Configured and Maintain Database Server | Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | very impressive | Outstanding | |
| 13 | Configure and Maintain File Server | Configure and Maintain File Server | Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | very impressive | Outstanding | |
| 14 | Backup Enrollment System Database | Backup Enrollment System Database | Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | very impressive | Outstanding | |
| 15 | Backup Transcript of Records Database | Backup Transcript of Records Database | Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | very impressive | Outstanding | |
| 16 | Backup BAOM Database | Backup BAOM Database | Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | very impressive | Outstanding | |
| 17 | Backup Enrollment System Database | Backup Enrollment System Database | Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | very impressive | Outstanding | |
| 18 | Conduct User Training of the system developed | Conduct User Training of the system developed | Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | very impressive | Outstanding | |
| 19 | Maintain Systems developed | Maintain Systems developed | Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | very impressive | Outstanding | |
| 20 | Develop Online Enrollment System, HRIS | Develop Online Enrollment System, HRIS | Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | Within Jan.-Dec. 2024 | very impressive | Outstanding | |

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

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

Prepared by:


SEAN O. VILLAGONZALO
 UICTS Director 1/23/25

EMPLOYEE DEVELOPMENT PLANName of Employee: Norman O. Villas

Performance Rating: _____

Aim:

ICT is very dynamic technology and this requires a very dynamic skills of manpower, hence the ICT personnel must be very dynamic in learning new things related to ICT annually.

Proposed Interventions to Improve Performance:**Date:** July - December 2024 **Target Date:** December 31, 2024**First Step:**

Find regional and national short term trainings, seminar, workshop, conference & Convention related to ICT.

Result:

Several regional, national ICT related trainings are available.

Date: January - June 2025 **Target Date:** June 30, 2025**Next Step:**

Send NOVillas to ICT related training, seminars, workshop, conference & convention.

Outcome:

- Improved skills and technique due to training, seminars attended.
- Faster resolution of ICT related problems due to enhanced skills.
- Improved ICT analytic skills due to training attended.

Final Step/Recommendation:


- Due to the dynamism in ICT technology itself, continue sending Norman O. Villas annually to training, seminar not only in the country but as well as international, and if possible to a master's degree related to ICT

Prepared by:


SEAN O. VILLAGONZALO
Unit Head

1/23/25

Conforme:


NORMAN O. VILLAS
Name of Ratee Faculty/Staff

1/23/25



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan. – Dec. 2024

Name of Staff: Norman O. Villas


Position: IT Officer 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. | 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 | | 25 | | | | |
| Average Score | | 5 | | | | |
| Overall recommendation: It would be in the best interest of VSU if NOVillas be given an opportunity to have masters units of distant learning in schools offering 10T related courses. | | | | | | |


SEAN O. VILLAGONZALO
 Immediate Supervisor