

COMPUTATION OF FINAL INDIVIDUAL RATING FOR  
ADMINISTRATIVE STAFF

Name of Administrative Staff: ME-AN D. VILLAS

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.78	4.78 x 70%	3.346
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	5.00 x 30%	1.5
TOTAL NUMERICAL RATING			4.846

TOTAL NUMERICAL RATING: 4.846  
Add: Additional Approved Points, if any: 0.00  
TOTAL NUMERICAL RATING: 4.846

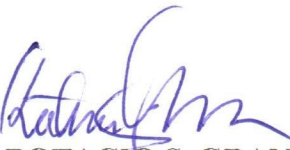
FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: OUTSTANDING


Prepared by:

  
ME-AN D. VILLAS  
Name of Staff

Reviewed by:

  
ROTACIO S. GRAVOSO  
Department/Office Head

Approved:

  
BEATRIZ S. BELONIAS  
VP for Instruction

**ME-AN D. VILLAS**

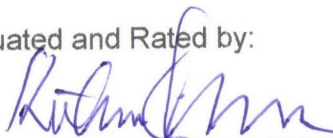
Approved:

Head of Unit

[illegible]

Average Rating (Total Over-all rating divided by 9)		4.78	Comments & Recommendations for Development Purpose: She can work with minimal supervision.
Additional Points:			
Approved Additional points (with copy of approval)			
FINAL RATING		4.78	
ADJECTIVAL RATING		Outstanding	

Evaluated and Rated by:

  
**ROTACIO S. GRAVOSO, Ph.D.**  
 Head, MMDC/OPO/VPP

Recommending Approval:

\_\_\_\_\_  
 Dean

Approved by:

  
**BEATRIZ S. BELONIAS, Ph.D.**  
 VP for Instruction

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



**PERFORMANCE MONITORING FORM**

July- December 2019


Name of Employee: **Me-an D. 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	Entertain inquiries from clients and visitors	360 clients served	July 2019	When there are visitors	January to December 2019	Impressive	Very satisfactory	365 clients served
2	Answer and relay telephone calls for other staff	60 calls answered	July 2019	When there are calls	Every time there are calls until June 2019	Impressive	Very satisfactory	70 calls answered
3	Send emails; answer queries of extramural students thru emails, Facebook messages, telephone calls, cellphone calls/texts	300 emails, messages sent	July 2019	Immediately after emails/inquiries are received	January to December 2019, immediately after emails/inquiries are received	Impressive	Very satisfactory	310 emails, messages sent
4	Maintain FB page for VSU OpenU	1 FB page maintained	July 2019	Throughout the year	Throughout the year	Impressive	Very satisfactory	1 FB page maintained
5	Create user accounts for students and teachers	35 user accounts created	July 2019	July 2019	Within July to December 2019	Very impressive	Outstanding	40 user accounts created
6	Send soft copy of Instructional materials to extramural students	25 copies of Ims sent to extramural student	July 2019	Within July to August 2019	July to August 2019	Impressive	Very satisfactory	15 copies of Ims sent to extramural student
7	Print instructional materials for student on-campus (per order basis)	20copies of IM's printed	July 2019	Not to exceed one week after order is received	Three to 4 days after order is received (including binding)	Impressive	Very satisfactory	5 copies of IM's printed
8	Facilitates admission and enrolment of MagDev graduate students	32 graduate students enrolled	July 2019	December to January 2020	December until 1st week of January 2020	Very impressive	Outstanding	28 graduate students enrolled

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

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

Prepared by:

  
**ROTACIO S. GRAVOSO**  
 Head, OPO/MMDC/VPP



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2019Name of Staff: ME-AN D. VILLASPosition: 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						
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						

Overall recommendation

: Sent to training workshops on  
managing maintenance software for  
on maximizing online learning and  
resources

ROTACIO S. GRAVOSO  
Head, OPO/MMDC/VPP




PERFORMANCE MONITORING & COACHING JOURNAL

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

Name of Office: Online Programs Office (VSUOU/MMDC/VPP)

Head of Office: Rotacio S. Gravoso

Name of Personnel: Me-an D. Villas

Signature: 

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Entertaining inquiries from clients and visitors	x				
Answering and relaying telephone calls for other staff	x				
Answering queries of exramural students through emails, Facebook messages, telephone calls, cellphone calls/text messages	x	x			
Maintaining the FB Page fro VSU OPenU	x	x			
Creation of user accounts for students and teachers	x				
Sending of soft copies of instructional materials to extramural students	x				
Printing of instructional materials for students on-campus (per order basis)	x				
Facilitating admission and enrolment of MAGDEV graduate students	x	x			
Coaching					
Answering queries of exramural students through emails, Facebook messages, telephone calls, cellphone calls/text messages	x				
Creation of user accounts for students and teachers	x				

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

Conducted by:   
ROTACIO S. GRAVOSO  
Head, OPO

Noted by:   
BEATRIZ S. BELONIAS  
VP for Instruction

**EMPLOYEE DEVELOPMENT PLAN**

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

Performance Rating: **Outstanding**

Aim: To further improved the staff's 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, 2019**

Target Date: **June 30, 2019**

**First Steps:**

1. Discussion on how to improve the process of preparing, reviewing, reproduction and distribution of Instructional Materials to Distance Education students.
2. Discussion on the process of assisting students who are interested to pursue graduate education through the distance education mode.
3. Discussion about the things that need to be done for the VSUOU Online Portal.

**Results**

1. More systematic management and distribution of Instructional Materials;
2. Improved contents of the VSUOU Online Portal;
3. Increase in the number of Online Instructional Materials;
4. Continued the conversion of Instructional Materials in print to web and text format for easy management.

Date: **July 1, 2019**

Target Date: **December 31, 2019**

**Next Step:**

1. Exposure to Open Distance Learning (ODL) and Massive Open Online Courses (MOOCs)
2. Sending her to training and seminar.

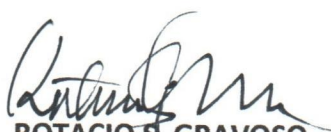
**Outcomes:**

- Increased understanding of Open Distance Learning and Massive Open Online Courses
- Better management of the delivery of the distance education Program.

**Final Step/Recommendation**

- Continue capability enhancement activities through mentoring/coaching, trainings, seminars, workshop and conferences.

Prepared by:

  
**ROTACIO S. GRAVOSO**  
Head, OPO/MMDC/VPP

Conformee:

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