



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

**Annex P**

Name of Administrative Staff: **Norman O. Villas**

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.86                    | 70%                      | 3.40                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 5                       | 30%                      | 1.5                                     |
| TOTAL NUMERICAL RATING  |                         |                          | 4.90                                    |

TOTAL NUMERICAL RATING: **4.90**

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: **4.90**

FINAL NUMERICAL RATING **4.90**

ADJECTIVAL RATING: **Very Satisfactory**

Prepared by:

**Norman O. Villas**  
Name of Staff

Reviewed by:

**Sean O. Villagonzalo**  
Department/Office Head

Recommending Approval:

Approved:

**NA**  
Dean/Director  
**Remberto A. Patindol**  
Vice President

*Vision: A globally competitive university for science, technology, and environmental conservation.*

*Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.*

"Exhibit B"

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Norman O. Villas, of the University Connectivity 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 June, 2019.

NORMAN O. VILLAS  
Ratee

~~Approved:~~

**SEAN O. VILLAGONZALO**  
Head of Unit

| MFO & PAPs  | Success Indicator   | Task assigned                      | Target | Actual Accomplishments | Rating |    |    |      | Remarks |
|---|---|------------------------------------|--------|------------------------|--------|----|----|------|---------|
|   |   |                                    |        |                        | Q1     | E2 | T3 | A4   |         |
| <b>MFO 1: Technical Assistance</b>                                | Number of technical assistance via phone/Cellphone calls served                         | Technical Support                  | 25     | 45                     | 5      | 5  | 4  | 4.67 |         |
|   | Number of technical assistance via Instant messaging served                             | Technical support via IP           | 80     | 135                    | 5      | 5  | 5  | 5    |         |
|   | Number of A/V and live streaming  | Configure, Lay cables for Online   | 10     | 10                     | 5      | 5  | 4  | 4.67 |         |
| <b>MFO2:Systems Administration, Development &amp; Maintenance</b> | Number of Appends on the development & maintenance of Transcript of records (Registrar) | Convert Data from SRMS to TOR      | 211    | 300                    | 5      | 5  | 4  | 4.67 |         |
|   | Number of records imported from Enrollment System to ID Database                        | Import/Convert Data from SRMS      | 5,000  | 6400                   | 5      | 5  | 4  | 4.67 |         |
|   | Number of VSU Email User Account Appended   | Create new Email User              | 30     | 32                     | 5      | 5  | 4  | 5    |         |
|   | Number of VSU Email accounts  | Recover Email Password             | 30     | 35                     | 5      | 5  | 4  | 5    |         |
|   | Number of VSU Web Assets Appended   | Import VSU Web Assets to the web   | 25     | 30                     | 5      | 5  | 5  | 5    |         |
|   | Number of documents posted for VSU Transparency Seal                                    | Post Documents for transparency    | 50     | 50                     | 5      | 5  | 5  | 5    |         |
|   | Number of new articles or news posted in VSU website                                    | Post Articles to VSU website from  | 40     | 45                     | 5      | 5  | 5  | 5    |         |
|   | Number of data compression for the enrollment system                                    | Compact SRMS Database              | 200    | 320                    | 5      | 5  | 5  | 5    |         |
|   | Number of Intranet web appends  | Update Intranet Web Page           | 20     | 25                     | 5      | 5  | 5  | 5    |         |
| <b>MFO3: Server Installation, repair and Maintenance</b>          | Proxy Server installed, configured, updated.  | Configure Internet Proxy Server    | 3      | 3                      | 5      | 5  | 5  | 5    |         |
|   | Web Server installed, configured, updated.  | Configure VSU Web Server           | 3      | 3                      | 5      | 5  | 5  | 5    |         |
|   | VOIP Server installed, configured, updated.   | Configure VOIP Server              | 1      | 2                      | 5      | 5  | 4  | 5    |         |
|   | Database Server installed, configured, updated.   | Configure and Maintain             | 4      | 4                      | 5      | 5  | 5  | 5    |         |
|   | File Server installed, configured, updated.   | Configure and Maintain File Server | 2      | 2                      | 5      | 5  | 5  | 5    |         |




|  |   |                                       |     |     |   |   |   |             |  |
|--|---|---------------------------------------|-----|-----|---|---|---|-------------|--|
| <b>MFO4: Data Backup on the following Systems:</b> | Number of enrollment system database backup.    | Backup Enrollment System Database     | 180 | 180 | 5 | 5 | 4 | 4.67        |  |
|  | Number of transcript of records database backup | Backup Transcript of Records Database | 180 | 180 | 5 | 5 | 4 | 4.67        |  |
|  | Number of BAOM database backup                  | Backup BAOM Database                  | 180 | 180 | 5 | 5 | 4 | 4.67        |  |
| <b>MFO5: Seminars and Training</b>                 | Number of training s conducted/facilitated      | Conduct User Training                 | 2   | 2   | 5 | 4 | 4 | 4.33        |  |
|  | Number of Systems Maintained                    | Maintain Systems                      | 7   | 7   | 5 | 5 | 4 | 4.67        |  |
| <b>MFO6: SYSTEMS Development</b>                   | Number of System Developed                      | Develop Online Enrollment System      | 4   | 5   | 5 | 5 | 5 | 5           |  |
| <b>Total Over-all Rating</b>                       |   |                                       |     |     |   |   |   | <b>4.86</b> |  |

|  |    |                          |
|--|----|--------------------------|
| Average Raring (Total Over-all rating divided by 4 |    | <b>4.86</b>              |
| Additional Points:                                 |    |                          |
| Punctuality  | XX |                          |
| Appoved Additional points (with copy of approval)  | XX |                          |
| <b>Final Rating</b>                                |    | <b>4.86</b>              |
| <b>Adjectival Rating</b>                           |    | <b>Very Satisfactory</b> |

**Commnet & Recommendations for Development Purpose:**

*His advance skills in ICT is very critica ( in VSU ICT implementation. It would be best he will be given a permanent position & send him for masters degree.*

Evaluated & Rated by:

  
**SEAN O. VILAGONZALO**  
 Dept./Unit Head

Date: \_\_\_\_\_

Recommending Approval:

NA  
 Dean/Director

Date: \_\_\_\_\_

Approved by:

  
**REMBERTO A. PATINDOL**  
 VP for Admin. & Finance

Date: \_\_\_\_\_

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

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2019

Name of Staff: Norman O. Villas Position: Computer Programmer 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>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  | 25   |   |   |   |   |
| Average Score  | 4.25 |   |   |   |   |

Not included

Overall recommendation : *It would be an advantage to VSU if he is given a permanent position.*

  
Sean O. Villagonzalo  
 Name of Head

## EMPLOYEE DEVELOPMENT PLAN

Name 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 2019 **Target Date:** December 31, 2019

#### 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 2020 **Target Date:** June 30, 2020

#### 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 NOVILLAS 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

Conforme:

  
Norman O. Villas  
Name of Ratee Faculty/Staff