

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**  
**(July 1, 2018 - December 31, 2018)**

Name of Administrative Staff :

**JANSEL JOI C. VILLAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.46
2. Supervisor/Head's assessment of his contribution towards attainment in the office accomplishments	4.58	30%	1.37
<b>TOTAL NUMERICAL RATING</b>			<b>4.83</b>

TOTAL NUMERICAL RATING

:

4.83

ADD: Additional Approved Points, if any

:

TOTAL NUMERICAL RATING

:

4.83

ADJECTIVAL RATING

:


Outstanding

Prepared by:

  
**JANSEL JOI C. VILLAS**  
 Administrative Aide III

Reviewed &amp; Approved by:



 **DILBERTO O. FERRAREN**  
 Vice President for Planning,  
 Resource Generation &  
 External Affairs

## INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JANSEL JOI C. VILLAS, staff of the OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION, & EXTERNAL AFFAIRS commits to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JULY - DECEMBER 2018.

  
**JANSEL JOI C. VILLAS**  
Ratee

Approved:

  
**DILBERTO O. FERRAREN**  
Head of Unit

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UNIV MFO6: GENERAL ADMINISTRATION & SUPPORT SERVICES									
OVPPRGEA MFO 1. Administrative and Support Services Management	PI 1. Efficient and customer-friendly frontline service	Entertain visitors/ clients with zero complaint served	zero complaint	zero complaint	5	5	5	5.00	
	PI 2. Effectively acted administrative/financial documents								
	No. of administrative and financial documents prepared and processed (DTR, CSR, Leave Application, Travel Request, Cash Advance, Trip Tickets, RIS, etc.)	Prepare and process administrative/ financial documents on time	30	70	5	4	5	4.67	
	No. of incoming/outgoing documents received and recorded	Receive and record in-coming/ outgoing documents for VP's action	500	608	5	5	5	5.00	
	No. of communication and other documents filed	File communication and other documents	50	100	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Number of documents acted as a messenger	Forward documents to next office after VP's action	300	500	5	5	5	5.00	
	PI 3. Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences								
	Number of meetings/ seminars/ trainings/ workshops/ Orientation & Conferences Attended	Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences	2	3	5	5	5	5.00	1. Website Content Workshop - September 6, 2018 RDE Hall; 2. HRIS Development Workshop - September 12, 2018 DCST Training Room 3. Briefing on the PIP Updating and TRIP Formulation and Hands-On Sessions on the PIPOL System - September 27, 2018 Manila;
	PI 4. Involvement in Teaching Support Service								
	Number of faculty evaluated	Facilitate student evaluation of faculty members of the DGE	3 faculty/17 subjects	4 faculty/22 subjects	5	5	5	5.00	
OVPPRGEA MFO 2. Planning, Management, and Monitoring Services	PI 1. Number of reports submitted within the prescribed period								
	PIPOL-NEDA		3	10	5	5	4	4.67	
	PI 2. Efficient Planning and Monitoring Services								


MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Number of meetings/ seminars/ trainings/ workshops/ Orientation & Conferences assisted and serves as a secretariat	Serves as a secretariat	3	4	5	5	5	5.00	1. Annual Review of RF and STF projects - September 5-7, 2018 VSU Hostel; 2. Dialogue and Presentation of the 2020-2022 PIPTRIP Budget Proposal of VSU - October 19, 2018 OVPAF Conference Room 3. Finalizational of the Proposed VSU Organizational Structure in Preparation for the implementation of the revised organizational structure & Staffing Standards of SUCs (ROSSSS) - November 19, 2018 2/F CCE 4. Land Mapping & Survey Committee Meeting - December 17, 2018 Glassroom Pavilion.
	PI 3. Number of OPCRs (targets and accomplishments) received	Receive and file OPCR for review by the PMT	150	177	5	5	5	5.00	
	PI 4. Number of office requesting a copy of OPCR	Provide a copy of OPCR to the requesting office	5	15	5	5	5	5.00	
<b>Total Over-all Rating</b>								<b>54.33</b>	

<b>Average Rating</b>	<b>4.94</b>
<b>Additional Points:</b>	
Punctuality	
Approved Additional points (with copy of approval)	
<b>FINAL RATING</b>	<b>4.94</b>
<b>ADJECTIVAL RATING</b>	<b>Very Satisfactory</b>

**Comments & Recommendations for Development Purpose:**

**Training needs: Strengthening office management skills; data gathering and analysis for in management, policy and reporting.**

Evaluated & Rated by:

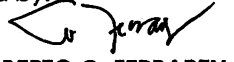
  
**DILBERTO O. FERRAREN**

VP for PRGEA

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

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

Approved by:

  
**DILBERTO O. FERRAREN**

VP for PRGEA

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

# Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JULY – DECEMBER 2018

Name of Staff: JANSEL JOI C. VILLAS

Position: ADMINISTRATIVE AIDE III

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	55				

<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					
Average Score					4.58

Overall recommendation : \_\_\_\_\_



**DILBERTO O. FERRAREN**  
Vice President for Planning, Resource  
Generation & External Affairs

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: JANSEL JOI C. VILLAS

Performance Rating: Outstanding

Aim: Attend trainings and seminars related to job description.

Proposed Interventions to Improve Performance:

Date: January 3, 2018

Target Date: June 30, 2018

First step: Attend trainings on data gathering and analysis for management; policy and report making and other administrative-related trainings.

Result: Strengthened office management skills, data gathering and analysis in management, policy, and reporting.

Date: July 1, 2018

Target Date: December 31, 2018

Next Step: Suggest and facilitate improvements for the office.

Outcome: \_\_\_\_\_

Final Step/Recommendation:

\_\_\_\_\_

Prepared by:



**DILBERTO O. FERRAREN**  
Vice President for Planning, Resource  
Generation & External Affairs

Conforme:



**JANSEL JOI C. VILLAS**  
Administrative Aide III