



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
TOTAL NUMERICAL RATING			4.85

TOTAL NUMERICAL RATING: 4.85

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.85


FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: Outstanding

Prepared by:



JANSEL JOI C. VILLAS
Administrative Aide III

Reviewed and Approved by:


DILBERTO O. FERRAREN
Vice President for Planning,
Resource Generation
and Auxiliary

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JANSEL JOI C. VILLAS, 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 accordance with the indicated measures for the period January - June 2020.


JANSEL JOI C. VILLAS
Ratee

Approved:


DILBERTO O. FERRAREN
Head of Unit

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
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								
	Number of financial documents prepared and processed (petty cash replenishments, JO Payroll, etc.)	Prepare and process financial documents	10	20	5	5	5	5.00	
	Number of administrative and financial documents prepared and processed (DTR, Leave, Application, Travel Request, Cash Advance, Trip Tickets, RIS, etc.)	Prepare and process administrative/ financial documents on time	30	30	5	5	5	5.00	
	Number of incoming/outgoing documents received and recorded	Receive and record in-coming/ outgoing documents for VP's action	500	1013	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of incoming/outgoing documents encoded	Encode incoming/outgoing documents	500	1013	5	4	4	4.33	
	Number of communication and other documents filed	File communication and other documents	50	123	4	4	5	4.33	
	Number of communication disseminated thru hard copy, email and IP	Disseminate communication thru hard copy, email and IP	50	50	5	4	5	4.67	
	Number of documents acted as a messenger	Forward documents to next office after VP's action	300	800	5	5	5	5.00	
	Number of calls received	Receive incoming calls	30	50	5	5	5	5.00	
	PI 4. Administrative and Management meetings effectively chaired								
	PI 4.1 Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences								
	Number of meetings/ seminars/ trainings/ workshops/ Orientation & Conferences assisted and serves as a secretariat	Serve as a secretariat	3	5	4	5	5	4.67	Presentation and Calibration of Submitted 2020 OPCR Targets; Preparation for Tier 2 Budget 2022; Dialogue on 2021 Budget Proposals

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of prepared workshop/training/activity Documents (Notice of Meeting, Attendance Sheet, Training/workshop Materials, venue and food reservation)	Prepare needed documents for Workshop/Training	1	2	4	5	5	4.67	
	Number of meetings/ seminars/ trainings/ workshops/ Orientation & Conferences Attended	Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences	1	5	5	5	5	5.00	HRMIS & SPMS; Launching of the Revised Org'nl Structure, HRMIS Update presentaion, ISO Stage 2 Audit; Meeting PMT ; Re-Orientation of HR Procesess; PMT Meeting 2019 OPCR and PBB 2019 Calibration Process; HRMIS
	PI 5. ISO aligned documents for at least 1 core process								
	Number of records filed and controlled for ISO	Control and file documents	10	20	5	4	5	4.67	
	Number of Quality Records Matrix received and submitted	Receive and submit QRM	2	2	5	5	5	5.00	
	Number of Quality Records Matrix prepared and submitted	Prepare and submit QRM	2	2	5	5	5	5.00	
	Sub-Total							4.82	
OVPPRGEA MFO 2. Planning, Management, and Monitoring Services	PI 1. Proactive submission of university reports/ plans and documents prescribed by DBM, CHED-HEMIS CHECKS, PIPOL-NEDA & VSU Annual Report								

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of Physical Report for Operation BAR (Quarterly Accomplishments)	Consolidate BAR Quarterly Report from Higher Education, Advanced Education, Research and Extension	4	4	5	5	5	5.00	
	Percentage of DBM Quarterly Report (BAR) and Physical Plan (BED)	Monitor submission of BAR	4	4	5	5	5	5.00	
	Number of Annual Report submission monitored	Monitor submission of Annual Report	80	100	5	5	5	5.00	
	PI 2. Efficient Planning and Monitoring Services								
	Number of draft memo prepared and disseminated	Prepares memo and disseminates	2	2	5	5	5	5.00	
	Number of consolidated workshop/training/activity output	Consolidate output from the activity	1	1	5	5	5	5.00	
	Percentage of office followed up for submission	Follow up office for non-submission	85	100	5	5	5	5.00	
	PI 3. Performance Management Team (PMT) Secretariat Services								
	Number of OPCRs (targets and accomplishments) received	Receive and file OPCR for review by the PMT	85	100	5	5	5	5.00	
	Number of OPCR evaluated and monitored	Evaluate and Monitore OPCR submission	85	100	5	5	5	5.00	
	Percentage of OPCR filed and sorted	Sort and file OPCR submission	85	90	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of office provided a copy of OPCR request	Provide a copy of OPCR to the requesting office	5	25	5	4	5	4.67	
	PI 5. Promptly provide data needed for VSU budget proposal	Provide data needed for VSU budget proposal	100%	100%	5	5	5	5.00	
OVPPRGEA MFO 5. Other Functions	PI 1. Involvement in Teaching Support Service								
	Number of faculty evaluated	Facilitate student evaluation of faculty members of the DGE	3 faculty/17 subjects						No student evaluation conduct due to COVID 19
	PI 2. Number of Landbank salary loans prepared and processed	Prepares and processed loans for landbank		20	5	5	5	5.00	
Sub-Total								4.97	
Total Over-all Rating								4.90	

Average Rating	4.90
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.90
ADJECTIVAL RATING	Outstanding

**Comments & Recommendations
for Development Purpose:**

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

Evaluated & Rated by:



DILBERTO O. FERRAREN
VP for PRGEA

Date: _____

Approved:



DILBERTO O. FERRAREN
VP for PRGEA

Date: _____

Date: _____



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2020

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 (<i>both for subordinates and supervisors</i>)		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		57				

B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)		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		57				
Average Score		4.75				

Overall recommendation : _____



DILBERTO O. FERRAREN
Printed Name and Signature
Head of Office

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 2, 2021

Target Date: June 30, 2021

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, 2021

Target Date: December 31, 2021

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