

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

(January 1, 2018 to June 30, 2018)

Name of Administrative Staff: **JANSEL JOI C. VILLAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.97	x 70%	3.48
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5.00	x 30%	1.50
TOTAL NUMERICAL RATING			4.98

TOTAL NUMERICAL RATING	:	4.98
ADD: Additional Approved Points, if any	:	
TOTAL NUMERICAL RATING	:	4.98
ADJECTIVAL RATING	:	<u>Outstanding</u>

Prepared by:


JANSEL JOI C. VILLAS
Administrative Aide III

Reviewed by:


NORBERTO E. MILLA
Head, Department of Statistics

Recommending Approval:


CANDELARIO L. CALIBO
Dean, College of Arts and Sciences

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

STATE OF CALIFORNIA DEPARTMENT OF REVENUE

SALES TAX RETURN

For the month of January 1968
Sales Taxpayer's Name State of California
Address State Capitol Building
City Sacramento State California Zip 95833

Net Sales 100.00
Sales Tax 2.00
Total Sales Tax 2.00
Sales Tax Paid 2.00
Refund 0.00

Signature of Taxpayer [Signature]
Title Comptroller
Date 1-10-68

Signature of Auditor [Signature]
Title Auditor
Date 1-10-68

State of California
Department of Revenue

Visayas State University
College of Arts and Sciences
DEPARTMENT OF STATISTICS
Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JANSEL JOI C. VILLAS**, of the **Department of Statistics, College of Arts and Sciences** committed to the deliver and agreed to be rated on the attainment of the following accomplishments as in accordance with the indicated measures for the period **January 1, 2018 to June 30, 2018**

JANSEL JOI C. VILLAS
Administrative Aide III
Date: June 29, 2018

NORBERTO E. MILLA
Department Head
Date: June 29, 2018

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Details of Actual Accomplishment as of June 2018	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
MF01	Higher Education Services	PI.1 Number/ percentage of forms prepared/ facilitated and encoded	Instruction Services								
		<i>Projected/ Tentative Workload</i>	Instruction Services	Prepared and assigned tentative workload of all DepStat faculty	95%	100%	5	5	5	5.00	Every Semester
		<i>Actual teaching load</i>	Instruction Services	Prepared/encoded and submitted actual teaching load of DepStat faculty to Registrar's Office	95%	100%	5	5	5	5.00	Every Semester

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Details of Actual Accomplishment as of June 2018	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
		<i>Individual Faculty Workload</i>	Instruction Services	Prepared/encoded and submitted individual faculty workload of DepStat faculty to Registrar's Office	95%	100%	5	5	5	5.00	Every Semester
		PI.2 Number of Instructional Materials prepare and facilitated	Instruction Services	Prepared facilitated laboratory exercises	95%	100%	5	5	5	5.00	Every Semester
		PI.3: Number of Exams facilitated / reproduced	Instruction services	Encoded/reproduced (rizographed/ photocopied) exams	90%	100%	5	5	5	5.00	Examination Week
		PI.4 Percentage/ Number of government forms prepared and encoded and submitted	Administrative Services	OPCR, IPCR, PPMP, CSR, Annual Reports, Travels, Payroll JOs, MOA and other Standard Government forms	95%	100%	5	5	5	5.00	
		PI 5. Number of communications prepared and encoded	Administrative services	Letter of requests, certifications, justifications	95%	100%	5	5	5	5.00	
		PI 6: Number of documents attended and served	Administrative services	Facilitated student evaluation and submits to OVPI	90%	100%	5	5	5	5.00	Every Semester (after midterm examination)
		PI 7. Number of contracts/ payrolls facilitated/ prepared/ monitored	Administrative services	Prepared/monitored part timers/Jos contracts and payrolls	6	12	5	5	5	5.00	Every 15th and 30th month
		PI 8. Number of faculty/ staff monitored re leave of absence	Administrative services	Monitored/prepared leave of faculty/staff	5	6	5	5	5	5.00	

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Details of Actual Accomplishment as of June2018	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
		PI 9. Number of purchases (equipment, supplies and materials) of the dept facilitated and prepared and monitored	Administrative services	Facilitated/Prepared list of supplies /equipment purchased	3	4	5	5	5	5.00	
		PI 10. Number/ percentage of Report Student Completion Grades recorded	Administrative services	Recorded of students completion grades in the grade sheets	95%	100%	5	5	5	5.00	Every month
		PI 11. Number of DepStat documents consolidated/ files:	Administrative services	Consolidate/bound of DepStat documents/files	95%	100%	5	5	5	5.00	Vouchers, Faculty Workload, Actual Teaching Load Assignments, Liquidation Reports, Purchased Request, Annual Procurement Plan, Staff Development Plan, Itinerary travel, CSRs, Appointment for Jos, JO, Payrolls, Permits

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Details of Actual Accomplishment as of June 2018	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
		PI.12 Number/ Percentage of Incoming memo's, letters recorded	Administrative services	Recording of incoming memo's, letters	95%	100%	5	5	4	4.67	Memo's from OP, OVPI, OVPRG, OVPAF, OVPRE other documents from diff. offices
		PI 13: Number/ percentage of department meetings, univ activities attended	General services	Attended and served snacks during dept meetings & univ activities	95%	100%	5	5	4	4.67	Attended department activities
		PI 14. Number/ percentage of students assisted	Student services	Received/Released student grades	95%	100%	5	5	5	5.00	
				facilitated submission of student's grades & INC	95%	100%	5	5	5	5.00	
				inquiry regarding class schedules/instructors	95%	100%	5	5	5	5.00	
				Facilitates and served BSS registration form	95%	100%	5	5	5	5.00	
				Inquiry regarding class schedules/ instructors	95%	100%	5	5	5	5.00	
		PI 15. Number/ percentage of trainings/ seminar	Administrative services	Serves as a secretariat during the trainings/ seminar	95%	100%	5	5	5	5.00	
						Total points				104.33	
MFO 7	General Admin. & Support Services (GASS)	PI 1. Number of efficient and customer friendly services rendered	General services	Entertain students/ visitors/ clients with zero percent complaint served	0%	0% complaint	5	5	5	5.00	Entertained students, visitors, clients coming to office
						Total points				5.00	

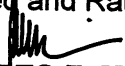
MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Program/ Activities / Projects	Tasks Assigned	Target	Details of Actual Accomplishment as of June2018	Rating				Remarks
							Quality	Efficiency	Timeliness	Average	
	Total Over-all Rating									109.33	
	Average Rating									4.97	
	Adjectival Rating									0	

Average Rating (Total Over-all rating divided by 4)	4.97
Additional Points:	
Punctuality	
Approved Additional points (with conv of approval)	
FINAL RATING	4.97
ADJECTIVAL RATING	0

Comments & Recommendations for Development Purpose:


◦ Keep up the good work.

Evaluated and Rated by:




NORBERTO E. MILLA, Ph.D.
Department Head, DepStat
Date: _____

Recommending Approval:



CANDELARIO L. CALIBO, Ph.D.
Dean, CAS
Date: _____

Approved:



BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Instruction
Date: _____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY TO JUNE 2018

Name of Staff: JANSEL JOI C. VILLAS Position: ADMIN. 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					60

B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
<i>NOT APPLICABLE!</i>						
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		5.				

Overall recommendation : _____


NORBERTO E. MILLA
 Head, Department of Statistics

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 1, 2018 Target Date: June 30, 2018

First step: Attend seminars conducted by ODAHRD and other units within VSU on personality development and other administrative-related trainings.

Result: Enhanced knowledge on clerical and administrative functions.

Date: July 1, 2018 Target Date: December 31, 2018

Next Step: Suggest and facilitate improvements for the office.

Outcome: _____

Final Step/Recommendation:

Prepared by:


NORBERTO E. MILLA
Head, DepStat