

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**Name of Administrative Staff: **ME-AN D. VILLAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	4.80 x 70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.449
<b>TOTAL NUMERICAL RATING</b>			<b>4.809</b>


TOTAL NUMERICAL RATING: **4.809**  
Add: Additional Approved Points, if any: **0.00**  
TOTAL NUMERICAL RATING: **4.809**

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:

  
**ME-AN D. VILLAS**  
Name of Staff

Reviewed by:


  
**EDITHA G. CAGASAN**  
Head, OPO/MMDC/VPP

Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Instruction

## INDIVIDUAL PERFORMANCE COMMITMENT &amp; REVIEW FORM (IPCR)

I, ME-AN D. VILLAS, of the Online Programs Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2018.

  
ME-AN D. VILLAS  
 Ratee

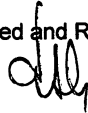
Approved:

  
EDITHA G. CAGASAN  
 Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Efficient and customer-friendly frontline service	Number of clients & visitors served	Entertain inquiries from clients and visitors	350	375	5	4	5	4.67	
	Number of telephone calls answered and relayed	Answer and relay telephone calls for other staff	50	65	5	4	5	4.67	
	Number of emails, Facebook messages, telephone calls, and cellphone calls/texts answered and replied	Email, answer and replies thru Facebook messages, telephone calls, cellphone calls/texts from extramural students	330	395	5	5	5	5.00	
Online Services (updates for the VSU e-learning website)	Maintained Page for VSU-openU	Maintain FB page for VSU OpenU	1	1	5	4	5	4.67	
	Number of user accounts created/maintained	Create user accounts for students and teachers	30	75	5	5	4	4.67	
	Conduct Training on the use of Moodle to course controllers	Served as resource person for the training/workshop	1	1	5	5	5	5.00	
Advanced and Higher Education Services	Number of Instructional Materials sent to students	send soft copy of Instructional Materials to extramural students	40	55	5	5	4	4.67	
	Number of instructional Materials printed for on-campus students	Print Instructional materials for students on-campus (per order basis)	20	30	5	5	4	4.67	
	Number of M.Ag.Dev. students enrolled in distance education	Facilitates admission and enrolment of M.Ag.Dev graduate students	30	67	5	5	5	5.00	

	Number of classes evaluated for Teaching Performance Evaluation by Students	Facilitates the conduct of Teaching Performance Evaluation of Teachers by Ansci students	19	19	5	5	5	5.00	
<b>Total Over-all Rating</b>								<b>48.00</b>	
<b>Average Rating (Total Over-all rating divided by 10)</b>			<b>4.80</b>			<b>Comments &amp; Recommendations for Development Purpose: She is a dependable person who can work with minimum supervision. Keep up the good work.</b>			
Additional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
<b>FINAL RATING</b>			<b>4.80</b>						
<b>ADJECTIVAL RATING</b>			<b>Outstanding</b>						

Evaluated and Rated by:



**EDITHA G. CAGASAN, Ph.D.**  
Head, OPO/MMDC/VPP

Recommending Approval:

\_\_\_\_\_  
Dean/Director

Approved by:



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

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

## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December, 2018Name 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>58</b>				
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		<b>4.83</b>				

Overall recommendation : She is a dependable person who can work with minimum supervision. Keep up the good work.

  
**EDITHA G. CAGASAN**  
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: Editha G. Cagasan

Name of Personnel: Me-An D. Villas

Signature: \_\_\_\_\_

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>					
Entertaining inquiries from clients and visitors	X				
Answering and relaying telephone calls for other staff	X				
Answering queries of extramural students through emails, Facebook messages, telephone calls, cellphone calls/texts messages	X	X			
Maintaining the FB page for VSU OpenU	X	X			
Creation of user accounts for students and teachers	X				
Serving as resource person for the training/workshop	X	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			
Facilitating the conduct of Teaching Performance Evaluation of Teachers by Animal Science students	X				
<b>Coaching</b>					
Answering queries of extramural students through emails, Facebook messages, telephone calls, cellphone calls/texts messages	X				
Creation of user accounts for students and teachers	X				
Serving as resource person for the training/workshop	X				

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

Conducted by:

**EDITHA G. CAGASAN**

Head, OPO

Noted by:

**BEATRIZ S. BELONIAS**  
VP for Instruction

**PERFORMANCE MONITORING FORM**  
**July to December 2018**

Name of Employee: Me-An D. Villas

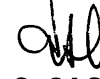
<b>Task No.</b>	<b>Task Description</b>	<b>Expected Output</b>	<b>Date Assigned</b>	<b>Expected Date to Accomplish</b>	<b>Actual Date accomplished</b>	<b>Quality of Output*</b>	<b>Over-all assessment of output**</b>	<b>Remarks/ Recommendation</b>
1	Entertain inquiries from clients and visitors	350 clients served	July 2018	When there are visitors	July to December 2018	Impressive	Very satisfactory	375 clients served
2	Answer and relay telephone calls for other staff	50 calls answered	July 2018	When there are calls	Every time there are calls until Dec 2018	Impressive	Very satisfactory	65 calls answered
3	Send emails; answer queries of extramural students thru emails, Facebook messages, telephone calls, cellphone calls/texts	330 emails, messages sent	July 2018	Immediately after emails/ inquiries are received	July to Dec 2018, immediately after emails/ inquiries are received	Impressive	Very satisfactory	395 emails, messages sent
4	Maintain FB page for VSU OpenU	1 FB page maintained	January 2018	Throughout the year	Throughout the year	Impressive	Very satisfactory	1 FB page maintained
5	Create user accounts for students and teachers	30 user accounts created	July 2018	December 2018	Within July to Dec 2018	Very impressive	Outstanding	75 user accounts created
6	Serve as resource person for the training/workshop	1 training workshop served as resource person	July 2018	Before Dec 2018	September 2018	Very impressive	Outstanding	1 training workshop served as resource person
7	Send soft copy of Instructional Materials to extramural students	40 copies of IMs sent to extramural students	July 2018	Within July to August 2018	July to August 2018	Impressive	Very satisfactory	55 copies of IMs sent to extramural students
8	Print Instructional materials for students on-campus (per order basis)	20 copies of IMs printed	July 2018	Not to exceed one week after	Three to 4 days after order is	Impressive	Very satisfactory	30 copies of IMs printed

				order is received	received (including binding)			
9	Facilitates admission and enrolment of M.Ag.Dev graduate students	30 graduate students enrolled	July 2018	July to August 2018	July until 1 <sup>st</sup> week of August 2018	Very impressive	Outstanding	67 graduate students enrolled
10	Facilitates the conduct of Teaching Performance Evaluation of Teachers by Ansci students	19 TPES conducted	August 2018	After Midterm exam (October 2018)	After Midterm Exam	Impressive	Very satisfactory	19 TPES conducted as assigned

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

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

Prepared by:



**EDITHA G. CAGASAN**  
Head, OPO/MMDC/VPP

## EMPLOYEE DEVELOPMENT PLAN

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

Performance Rating (Previous Rating Period): **Outstanding**

Aim: To further improve 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 and/or Competence and Qualification to assume higher responsibilities:

**Date: June 2018**

**Target Date: July – December 2018**

***First steps:***

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

***Results:***

- More systematic management and distribution of Instructional Materials;
- Improved content of the VSUOU Online Portal;
- Increase in the number of Online Instructional Materials;
- Continued the conversion of Instructional Materials in print to web and text format for easy management.

**Date: December 2018**

**Target Date: January to June 2019**

***Next Step:***

- Exposure to Open Distance Learning (ODL) and Massive Open Online Courses (MOOCs) by giving her reading materials about it and encouraging her to find materials in the UPOU website.
- Sending her to training on leadership.

***Outcome:***

- Increased understanding and appreciation 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:



**EDITHA G. CAGASAN**

Head, Online Programs Office

Conformee:



**ME-AN D. VILLAS**

Administrative Assistant II