



**Annex P**

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

Name of Administrative Staff: Sean O. Villagonzalo

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	3.43	70%	2.40
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
<b>TOTAL NUMERICAL RATING</b>			<b>3.9</b>

TOTAL NUMERICAL RATING:

3.9

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

3.9

FINAL NUMERICAL RATING

3.9

ADJECTIVAL RATING:

Very Satisfactory

Prepared by:

SEAN O. VILLAGONZALO

Name of Staff

1/23/25

Reviewed by:

ELWIN JAY V. YU

Department/Office Head

1/24/25

Recommending Approval:

N/A

Dean/Director

Approved:

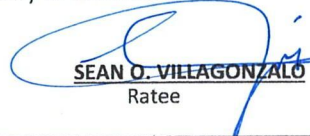
ELWIN JAY V. YU

Vice President

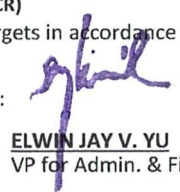
1/24/25

# **INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, Sean O. Villagonzalo, 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 December 2024.

  
**SEAN O. VILLAGONZALO**  
 Ratee 1/23/24

Approved:

  
**ELWIN JAY V. YU**  
 VP for Admin. & Finance

MFO & PAPs		Success Indicator	Task Assigned	Target	Actual Accomplishments	Rating				Remarks
						Q1	E2	T3	A4	
1	Administrative and Support Service Management	Supervise ICTMC DDRC/clerk and sign documents pertaining ICTMC activities	Supervise, facilitate & signed documents pertaining to the following: PPMP plan, Job request, ISP subscription bill, emergency purchases, payroll process, ISO documents, QAC documents, Travel Order, Trip Ticket, IPCR, OPCR, MOA etc.	1 Staff	1	3	4	3	3.33	
2	Network installation, repair, maintenance, fabrication, administration, setup and configuration of network devices and ISP's connection.	Supervise Technical staff in network installation, repair and maintenance (staff IPCR)	Supervise Technical team on network planning, installation, repair and maintenance.	7 staff	7	3	4	3	3.33	
3	Computer/ peripherals repairs	Supervise technical staff in computer and other type of electronic equipment repair.	Repair electronic devices and equipment	7 staff	7	3	4	3	3.33	
4	New building & renovated building ECE plans	Number of ECE plans designed	Design ECE plans for new and renovated building	3 plans	9	5	4	4	4.33	
5	VSU LAN Civil works and IDF electrical works.	Number of staff involve in major civil works.	Supervise major civil works activity	6 staff	6	3	3	3	3.00	
6	Presentation of accomplishment reports & problems.	Number of reports presented	Presentation of accomplishment report during ManCom meeting	4	4	3	3	3	3.00	
7	Supervision of Management Information System	Number of MIS staff	Facilitate MIS related concerns	3	3	3	3	3	3.00	
8	Conduct Regular Staff Meeting	Number of ICTMC Meetings	Conduct ICTMC staff regular meeting.	12	14	4	4	3	3.67	
9	DYDC	Supervise & monitor DYDC technical staff.	Remotely monitor regularly the transmitter sign-on/off.	200	220	5	4	3	4.00	
		Supervise the monitor DYDC transmitter status.	Monitor regularly transmitter status and condition	100	150	5	4	3	4.00	
		Attend regular DYDC meeting	Monthly meeting attendance	8	10	5	4	3	4.00	
10	VICARP	Supervise RMIS staff in complying VICARP & PCAARRD ICT requirements.	Supervise VICARP ICT staff in documents and project facilitation	1 staff	1	3	4	3	3.33	
		Supervise RMIS staff in communication ICT related activities to Consortium Member Institutions	Plan, coordinate and supervise the facilitation of ICT related VICARP activities in the region.	28 CMI's	28	3	4	3	3.33	

		Attend VICARP, RRDEN and coordinators meeting	VICARP, RRDEN & RMIS meetings	10	10	3	3	3	3.00	
		Supervise VICARP staff involving RMIS related activities.	Supervise the development of RDEIMIS	1 staff	1	3	3	3	3.00	
11	Bldg infrastructure development Committee	Number of meetings attended	Discussion on the building requirements	3	4	4	3	3	3.33	
12	Waste Appraisal & Disposal Committee	Number of meetings attended	Inspection of items for disposal evaluation	3	3	4	3	3	3.33	
									58.32	
	<b>Total Over-all Rating</b>									

Average Rating (Total Over-all rating divided by 4)		3.43
Additional Points:		
Punctuality	XX	
Approved Additional points ( with copy of approval)	XX	
Final Rating		3.43
Adjectival Rating		Satisfactory

Evaluated & Rated by:

ELWIN JAY V. YU 1/24/25  
VP for Admin & Finance

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

Recommending Approval:

\_\_\_\_\_  
N/A  
Dean/ Director

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

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

Comment & Recommendation for  
Development Purpose:

None

Approved by:

ELWIN JAY V. YU  
VP for Admin & Finance 1/24/25

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



## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4th	

Name of Office: UICTS

Head of Office: SEAN O. VILLAGONZALO

Number of Personnel: 9

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
<b>Monitoring</b>  Network repair & maintenance		January – December 2024	Verbal		During monthly & emergency meeting
<b>Coaching</b>  Advised everyone to look For trainings that can improve office efficiency in dealing network problems.		January – December 2024	Verbal		


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

Conducted by:

  
**SEAN O. VILLAGONZALO**  
Immediate Supervisor

1/23/25

Noted by:

  
**ELWIN JAY V. YU**  
Next Higher Supervisor

1/24/25

“Exhibit H”

## TRACKING TOOL FOR MONITORING TARGETS

Sean O. Villagonzalo

Engineer III

ICTMC

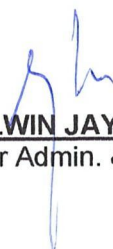
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Number of ECE plans designed	Design ECE plans for new and renovated building	SO Villagonzal o	January – December, 2024	X	X	X	X	
<b>MFO 5: VSU LAN Civil works and IDF electrical works.</b>								
Number of staff involve in major civil works.	Supervise major civil works activity	SO Villagonzal o JG Godoy ICTMC Team	January – December, 2024	X	X	X	X	
<b>MFO 6: Presentation of accomplishment reports &amp; problems.</b>								
Number of reports presented	Presentation of accomplishment report during ManCom meeting	SO Villagonzal o	January – December, 2024	X	X	X	X	
<b>MFO 7: Supervision of Management Information System</b>								
Number of MIS staff	Facilitate MIS related concerns	SO Villagonzal o NO Villas MIS Team	January – December, 2024	X	X	X	X	
<b>MFO 8: Conduct Regular Staff Meeting</b>								
Number of ICTMC Meetings	Conduct ICTMC staff regular meeting.	SO Villagonzal o NO Villas	January – December, 2024	X	X	X	X	
<b>MFO 9: DYDC</b>								
Supervise & monitor DYDC technical staff.	Remotely monitor regularly the transmitter sign-on/off.	SO Villagonzal o	January – December, 2024	X	X	X	X	
Supervise the monitor DYDC transmitter status.	Monitor regularly transmitter status and condition	SO Villagonzal o	January – December, 2024					
Attend regular DYDC meeting	Monthly meeting attendance	SO Villagonzal o	January – December, 2024					
<b>MFO 10: VICARP</b>								
Supervise RMIS staff in complying VICARP & PCAARRD ICT requirements.	Supervise VICARP ICT staff in documents and project facilitation	SO Villagonzal o	January – December, 2024	X	X	X	X	



Supervise RMIS staff in communication ICT related activities to Consortium Member Institutions	Plan, coordinate and supervise the facilitation of ICT related VICARP activities in the region.	SO Villagonzal o	January – December, 2024	X	X	X	X	
Attend VICARP, RRDEN and coordinators meeting	VICARP, RRDEN & RMIS meetings	SO Villagonzal o	January – December, 2024	X	X	X	X	
Supervise VICARP staff involving RMIS related activities.	Supervise the development of RDEIMIS	SO Villagonzal o						
<b>MFO 11: Bldg infrastructure development Committee</b>								
Number of meetings attended	Discussion on the building requirements	SO Villagonzal o	January – December, 2024	X	X	X	X	
<b>MFO 12: Waste Appraisal &amp; Disposal Committee</b>								
Waste Appraisal & Disposal Committee	Number of meetings attended	SO Villagonzal o	January – December, 2024	X	X	X	X	

Prepared by:

  
**ELWIN JAY V. YU**  
 VP for Admin. & Finance

1/24/25

## PERFORMANCE MONITORING FORM

Name of Employee: Sean O. Villagonzalo

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output*	Remarks/ Recommendation
1	Supervise, facilitate, & sign documents pertaining to the following: PPMP plan, Job request, ISP subscription bill, emergency purchases, reimbursement, payroll process, ISO documents, Travel Order, Trip Ticket, IPCR, OPCR, MOA etc.	Supervise & facilitate paper works of clerk	Jan.-Dec. 2024	Within Jan.-December 2024	Within Jan.-December 2024	Very Impressive	Outstanding	
+	Supervise Technical team on network planning, installation, repair and maintenance.	Technical team on network planning, installation, repair and maintenance.	Jan.-Dec. 2024	Within Jan.-December 2024	Within Jan.-December 2024	Very Impressive	Outstanding	
3	supervise network & equipment repair.	network & equipment repair.	Jan.-Dec. 2024	Within Jan.-December 2024	Within Jan.-December 2024	Very Impressive	Outstanding	
4	Design ECE plans for new and renovated building	Design ECE plans for new and renovated building	Jan.-Dec. 2024	Within Jan.-December 2024	Within Jan.-December 2024	Very Impressive	Outstanding	




5	Supervise major civil works activity	Supervise major civil works activity	Jan.-Dec. 2024	Within Jan.-December 2024	Within Jan.-December 2024	Very Impressive	Outstanding	
6	Presentation of accomplishment report during ManCom meeting	Presentation of accomplishment report during ManCom meeting	Jan.-Dec. 2024	Within Jan.-December 2024	Within Jan.-December 2024	Very Impressive	Outstanding	
7	Facilitate MIS related concerns	Facilitate MIS related concerns	Jan.-Dec. 2024	Within Jan.-December 2024	Within Jan.-December 2024	Very Impressive	Outstanding	
8	Conduct ICTMC staff regular meeting.	Conduct ICTMC staff regular meeting.	Jan.-Dec. 2024	Within Jan.-December 2024	Within Jan.-December 2024	Very Impressive	Outstanding	
9	Remotely monitor regularly the transmitter sign-on/off.	Remotely monitor regularly the transmitter sign-on/off.	Jan.-Dec. 2024	Within Jan.-December 2024	Within Jan.-December 2024	Very Impressive	Outstanding	
10	Monitor regularly transmitter status and condition	Monitor regularly transmitter status and condition	Jan.-Dec. 2024	Within Jan.-December 2024	Within Jan.-December 2024	Very Impressive	Outstanding	
11	Monthly meeting attendance	Monthly meeting attendance	Jan.-Dec. 2024	Within Jan.-December 2024	Within Jan.-December 2024	Very Impressive	Outstanding	
12	Supervise VICARP ICT staff in documents and project facilitation	Supervise VICARP ICT staff in documents and project facilitation	Jan.-Dec. 2024	Within Jan.-December 2024	Within Jan.-December 2024	Very Impressive	Outstanding	

13	Plan, coordinate and supervise the facilitation of ICT related VICARP activities in the region.	Plan, coordinate and supervise the facilitation of ICT related VICARP activities in the region.	Jan.-Dec. 2024	Within Jan.-December 2024	Within Jan.-December 2024	Very Impressive	Outstanding	
14	VICARP, RRDEN & RMIS meetings	VICARP, RRDEN & RMIS meetings	Jan.-Dec. 2024	Within Jan.-December 2024	Within Jan.-December 2024	Very Impressive	Outstanding	
15	Supervise the development of RDEIMIS	Supervise the development of RDEIMIS	Jan.-Dec. 2024	Within Jan.-December 2024	Within Jan.-December 2024	Very Impressive	Outstanding	
16	Discussion on the building requirements	Discuss on the building requirements	Jan.-Dec. 2024	Within Jan.-December 2024	Within Jan.-December 2024	Very Impressive	Outstanding	
17	Number of meetings attended	meetings attended	Jan.-Dec. 2024	Within Jan.-December 2024	Within Jan.-December 2024	Very Impressive	Outstanding	

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

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

Prepared by:

  
**ELWIN JAY V. YU** 1/24/25  
 VP for Admin. & Finance

**EMPLOYEE DEVELOPMENT PLAN**Name of Employee: Sean O. Villagonzalo

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 2024    **Target Date:** July, 2024**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 2025    **Target Date:** June 30, 2025**Next Step:**

Send SOVillagonzalo 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 Electronics & ICT technology itself, continue sending SOVillagonzalo annually to training, seminar, workshop, conference and conventions related to his field of engineering like IECEP (w/ CPE credits) and other ICT related field not only in the country but as well as international level.

Prepared by:

  
**ELWIN JAY V. YU**  
VP for Admin & Finance

1/24/25

Conforme:

  
**SEAN O. VILLAGONZALO**  
Name of Ratee Faculty/Staff

1/23/25





### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan. – Dec. 2024

Name of Staff: Sean O. Villagonzalo

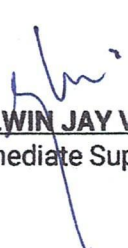
Position: Engineer III

**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>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		5				
Overall recommendation:						
Continue upgrading and updating with new trends in technology.						

  
**ELWIN JAY V. YU**  
 Immediate Supervisor

1/24/25

**Vision:** A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

**Mission:** To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

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