



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

**Annex P**

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

| Particulars<br>(1)  | Numerical<br>Rating (2) | Percentage Weight<br>(3) | Equivalent<br>Numerical Rating<br>(2x3) |
|---|-------------------------|--------------------------|---|
| 1. Numerical Rating per IPCR  | 4.87                    | 70%                      | 3.41                                    |
| 2. Supervisor/Head's assessment<br>of his contribution towards<br>attainment of office<br>accomplishments | 4.83                    | 30%                      | 1.45                                    |
| <b>TOTAL NUMERICAL RATING</b>   |                         |                          | <b>4.86</b>                             |

TOTAL NUMERICAL RATING: 4.86

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.86


FINAL NUMERICAL RATING 4.86

ADJECTIVAL RATING: Outstanding

Prepared by:


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

Reviewed by:

  
**TONI MARC L. DARGANTES**  
*Head, Planning Office*

  
**DANIEL LESLIE S. TAN**  
*Director for Planning*

Approved by:


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

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JANSEL JOI C. VILLAS**, of the **OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION AND AUXILIARY SERVICES** 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 2021**.

  
**JANSEL JOI C. VILLAS**  
 Ratee

Approved:

  
**TONI MARC L. DARGANTES**  
 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   |   |                |                       |                |                |                |                |         |
|  | Number of financial documents prepared and processed (petty cash replenishments, JO Payroll, etc.)   | Prepare and process financial documents                         | 10             | 5                     | 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 | 10             | 18                    | 5              | 5              | 5              | 5.00           |         |
|  | Number of incoming/outgoing documents received and recorded  | Receive and record incoming/ outgoing documents for VP's        | 50             | 50                    | 5              | 5              | 5              | 5.00           |         |
|  | Number of communication and other documents filed  | File communication and other documents                          | 20             | 106                   | 5              | 5              | 5              | 5.00           |         |
|  | Number of communication disseminated thru hard copy, email and IP  | Disseminate communication thru hard copy, email and IP          | 20             | 64                    | 5              | 5              | 4              | 4.67           |         |
|  | Number of documents acted as a messenger   | Forward documents to next office after VP's                     | 10             | 20                    | 5              | 4              | 4              | 4.33           |         |
|  | Number of calls received   | Receive incoming calls  | 30             | 600                   | 5              | 4              | 5              | 4.67           |         |

| 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> |         |
|            | 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  | 5      | 30                    | 4              | 4              | 4              | 4.00           |         |
|            | 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                                    | 5      | 30                    | 5              | 5              | 5              | 5.00           |         |
|            | Number minutes of the meeting prepared and transcribed   | Prepare minutes of the meeting  | 5      | 2                     | 5              | 5              | 4              | 4.67           |         |
|            | Number of certificates prepared and layouted   | Prepare certificates of participation and appreciation                            | 5      | 2                     | 5              | 5              | 4              | 4.67           |         |
|            | Number of meetings/ seminars/ trainings/ workshops/ Orientation & Conferences Attended   | Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences | 1      | 48                    | 5              | 5              | 5              | 5.00           |         |
|            | PI 5. ISO aligned documents for at least 1 core process  |   |        |                       |                |                |                |                |         |
|            | Number of records filed and controlled for ISO   | Control and file documents  | 10     | 106                   | 5              | 5              | 5              | 5.00           |         |
|            | Number of Quality Records Matrix received and submitted  | Receive and submit QRM  | 2      | 1                     | 5              | 5              | 5              | 5.00           |         |
|            | Number of Quality Records Matrix prepared and submitted  | Prepare and submit QRM  | 2      | 1                     | 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> |                             |
| OVPPRGEA MFO 2.<br>Planning,<br>Management, and<br>Monitoring Services | PI 1. Proactive submission of university reports/ plans and documents prescribed by DBM, CHED-HEMIS CHECKS, PIPOL-NEDA & VSU Annual Report |  |        |                       |                |                |                |                |                             |
|  | Number of Physical Report for Operation BAR (Quarterly Accomplishments)  | Consolidate BAR Quarterly Report from Higher Education, Advanced Education, Research and Extension | 2      | 1                     | 5              | 5              | 5              | 5.00           |                             |
|  | Percentage of DBM Quarterly Report (BAR) and Physical Plan (BED)   | Monitor submission of BAR  | 4      | 100%                  | 5              | 5              | 5              | 5.00           |                             |
|  | Number of Physical Plan targets for Budget Execution documents (BED 2)   | Prepare data for BED   | 1      |                       |                |                |                |                | BED is on 2nd sem           |
|  | Number of Annual Report submission monitored   | Monitor submission of Annual Report  | 80     |                       |                |                |                |                | Annual Report is on 2nd Sem |
|  | PI 2. Efficient Planning and Monitoring Services   |  |        |                       |                |                |                |                |                             |
|  | Number of draft memo prepared and disseminated   | Prepares memo and disseminates   | 2      | 3                     | 5              | 5              | 5              | 5.00           | LUDIP, OPCR, AR             |
|  | Number of consolidated workshop/training/activity output   | Consolidate output from the activity   | 1      | 6                     | 5              | 5              | 5              | 5.00           | VPs                         |
|  | Percentage of office followed up for submission  | Follow up office for non-submission  | 85     | 100%                  | 5              | 5              | 5              | 5.00           |                             |
|  | Number of VSU housing occupants encoded to system  | Encoded VSU residents  |        | 600                   | 5              | 5              | 5              | 5.00           |                             |
|  | PI 3. Performance Management Team (PMT) Secretariat Services   |  |        |                       |                |                |                |                |                             |
|  | Number of OPCR (targets and accomplishments) received  | Receive and file OPCR for review by  | 85     | 100                   | 5              | 5              | 5              | 5.00           |                             |
|  | Number of OPCR evaluated and monitored   | Evaluate and Monitor OPCR submission   | 85     |                       |                |                |                |                | no evaluation yet           |
|  | Percentage of OPCR filed and sorted  | Sort and file OPCR submission  | 85     | 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 office provided a copy of OPCR request  | Provide a copy of OPCR to the                   | 5      | 100                   | 5              | 5              | 5              | 5.00           |         |
|  | PI 4. Collaborative and regular monitoring of the transparency seal   |   |        |                       |                |                |                |                |         |
|  | Number of times transparency seal monitored   | Regularly monitor VSU transparency seal webpage | 5      | 24                    | 5              | 5              | 5              | 5.00           |         |
|  | Number of data received for transparency seal posting (all financial documents)                             | Receive data for posting                        | 1      | 16                    | 5              | 5              | 5              | 5.00           |         |
|  | Percentage of data received posted on time  | Post data to transparency seal                  | 100%   | 100%                  | 5              | 5              | 5              | 5.00           |         |
|  | PI 5. Promptly provide data needed for VSU budget proposal  | Provide data needed for VSU budget proposal     | 100%   | 100%                  | 5              | 5              | 5              | 5.00           |         |
| <b>OVPPRGEA MFO 5. Other Functions</b> | Number of Inspection facilitated for University Inspectorate Team   | Secretariat in the Inspectorate Team            | 3      | 11                    | 5              | 5              | 5              | 5.00           |         |
|  | Number of employees facilitated for Landbank Salary Loan  | Processes Salary Loan for VSU Employees         |        | 15                    | 4              | 4              | 4              | 4.00           |         |
| <b>Best Practices/ Innovation</b>      | Created online storage and digitalized documents for easy access and retrieval with the use of google drive |   |        |                       |                |                |                |                |         |
| <b>Total Over-all Rating</b>           |   |   |        |                       |                |                |                | <b>146.00</b>  |         |

|  |                    |
|--|--------------------|
| <b>Average Rating</b>                              | <b>4.87</b>        |
| <b>Additional Points:</b>                          |                    |
| Punctuality  |                    |
| Approved Additional points (with copy of approval) |                    |
| <b>FINAL RATING</b>                                | <b>4.87</b>        |
| <b>ADJECTIVAL RATING</b>                           | <b>Outstanding</b> |


**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:

  
**TONI MARC L. DARGANTES**  
 Head, Planning Office  
 Date: \_\_\_\_\_

Approved by:

  
**DANIEL LESLIE S. TAN**  
 Director for Planning  
 Date: \_\_\_\_\_

  
**DILBERTO O. FERRAREN**  
 VP for PRGAS  
 Date: \_\_\_\_\_



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2021

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   |   | 58    |   |   |   |   |

| 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  |   | 4.83  |   |   |   |   |

Overall recommendation

: Should train on Analytics - Data Engineering, to establish data deposit/bank for planning. Training in supervision is also a good area for training.



**DILBERTO O. FERRAREN**  
Printed Name and Signature  
Head of Office

**Vision:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 2 of 2

**FM-PRO-14**  
v1 05-27-2020

No. 

## 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: July 1, 2021

Target Date: December 31, 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: January 3, 2022

Target Date: June 30, 2022

Next Step: Should training on Analytics – Data Engineering

Outcome: Establish data deposit/ banks for Planning

Final Step/Recommendation: Suggest and facilitate improvements for the office.

Prepared by:



**DILBERTO O. FERRAREN**

Vice President for Planning, Resource  
Generation & External Affairs

Conforme:



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