VISAYAS STATE UNIVERSITY

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	3.15	70%	2.21
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.48
TOTAL NUMERICAL RATING			3.69

TOTAL NUMERICAL RATING: 3.69
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 3.69

FINAL NUMERICAL RATING   3.69

ADJECTIVAL RATING: Satisfactory

Prepared by:

SEAN O. VILLAGONZALO
Name of Staff

Recommending Approval:

Approved:

Reviewed by:

ELWIN JAY V. YU
Department/Office Head

_____N/A_____
Dean/Director

ELWIN JAY V. YU
Vice President

PERFORMANCE MONITORING & COACHING JOURNAL

		Q
	1st	U
	2nd	A
	3rd	R
	4th	T
		E
		R

Name of Office: ICTMC

Head of Office: SEAN O. VILLAGONZALO

Number of Personnel: 2 Casual & 6 Job Order
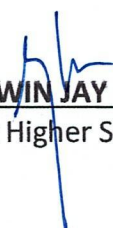
Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring Network repair & maintenance		January - June 2024	Verbal		During monthly & emergency meeting
Coaching Advised everyone to look For trainings that can improve office efficiency in dealing network problems.		January – June 2024	Verbal		

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

Conducted by:

SEAN O. VILLAGONZALO
Immediate Supervisor

Noted by:

ELWIN JAY V. YU
Next Higher Supervisor

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 June 2024.

SEAN O. VILLAGONZALO
Ratee   7/8/2024

Approved:

ELWIN JAY V. YU
VP for Admin. & Finance
7/15/2024

#	MFO & PAPs	Success Indicator	Task Assigned	Target	Actual Accomplishments	Q1	E2	T3	A4	Remarks
1	ICTMC STO1: 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	3	3	3.00	
2	ICTMC STO2: 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.	4 staff	7	3	4	3	3.33	
3	ICTMC STO2: Computer/ peripherals repairs	Supervise technical staff in computer and other type of electronic equipment repair.	Repair electronic devices and equipment	4 staff	7	3	4	3	3.33	
4	ICTMC STO2: New building & renovated building ECE plans	Number of ECE plans revision	Design ECE plans for new and renovated building	2 plans	3	3	4	3	3.33	
5	ICTMC STO2:VSU LAN Civil works and IDF electrical works.	Number of staff involve in major civil works.	Supervise major civil works activity	3 staff	6	3	3	3	3.00	
6	ICTMC STO2: Presentation of accomplishment reports & problems.	Number of reports presented	Presentation of accomplishment report during ManCom meeting	2	2	3	3	3	3.00	
7	ICTMC STO2: Supervision of Management Information System	Number of MIS staff	Facilitate MIS related concerns	2	2	3	3	3	3.00	
9	ICTMC STO2:Conduct Regular Staff Meeting	Number of ICTMC Meetings	Conduct ICTMC staff regular meeting.	6	6	3	3	3	3.00	
10	DYDC	Remotely monitor regularly the transmitter sign-on/off.	Supervise & monitor DYDC technical staff.	100	110	3	4	3	3.33	
		Monitor regularly transmitter status and condition.	Supervise & monitoring of DYDC transmitter status.	100	103	3	4	3	3.33	
		Monthly meeting attendance.	Attend regular DYDC meeting	4	4	3	3	3	3.00	
11	VICARP	Number of VICARP staff involve in facilitating PCAARRD's requirements.	Supervise some OF VICARP staff in complying VICARP & PCAARRD ICT requirements.	1	2	3	4	3	3.33	
		Number of CMI'S coordinated and supervise the facilitation their communication.	Supervise RMIS staff in communication ICT related activities to Consortium Member Institutions	16 CMI's	28	3	3	3	3.00	

#	Committee	Measure	Activity	Target	Actual	1	2	3	Avg	
		Number of VICARP, RRDEN & RMIS meetings attended.	Attendance to VICARP, RRDEN and coordinators meeting	3	3	3	3	3	3.00	
		Supervise the development, revision of RDEIMIS.	Supervise VICARP staff involving the development of RDEIMIS	1 staff	1	3	3	3	3.00	
12	Bldg infrastructure development Committee	Number of meetings attended	Discussion on the building requirements	2	2	3	3	3	3.00	
13	Waste Appraisal & Disposal Committee	Number of meetings attended	Inspection of items for disposal evaluation	2	2	3	4	3	3.33	
	Total Over-all Rating								**53.33**	

Average Rating (Total Over-all rating divided by 4)			3.15
Additional Points:			
Punctuality	XX		
Appoved Additional points (with copy of approval)	XX		
Final Rating			3.15
Adjectival Rating			Satisfactory

Evaluated & Rated by:

ELWIN JAY V. YU
VP for Admin & Finance

Date: ___7/15/2024___

Recommending Approval:

___N/A___
Dean/ Director

Date: _____

Comment & Reccomnedation for Development Purpose:

None

Approved by:

ELWIN JAY V. YU
VP for Admin & Finance

Date: ___7/15/2024___

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

VISAYAS STATE UNIVERSITY | INFORMATION & COMMUNICATION TECHNOLOGY MANAGEMENT CENTER

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024
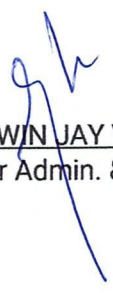Name of Staff: <u>Sean O. Villagonzalo</u>   Position: <u>Engineer III</u>

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	59				

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	25				
	Average Score	4.94				

Overall recommendation:

ELWIN JAY V. YU
VP for Admin. & Finance

Exhibit L

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: January - June 2024   **Target Date:** June 30, 2023

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: July - December 2024   **Target Date:** December 31, 2024

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

Conforme:

SEAN O. VILLAGONZALO
Name of Ratee Faculty/Staff

Exhibit I

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, QAC documents, Travel Order, Trip Ticket, IPCR, OPCR, MOA etc.	Supervise & facilitate paper works of clerk	Jan.-June 2024	Within Jan.-June 2024	Within Jan.-June 2024	very impressive	outstanding	
2	Supervise Technical team on network planning, installation, repair and maintenance.	Technical team on network planning, installation, repair and maintenance.	Jan.-June 2024	Within Jan.-June 2024	Within Jan.-June 2024	very impressive	outstanding	
3	supervise network & equipment repair.	network & equipment repair.	Jan.-June 2024	Within Jan.-June 2024	Within Jan.-June 2024	very impressive	outstanding	
4	Design ECE plans for new and renovated building	Design ECE plans for new and renovated building	Jan.-June 2024	Within Jan.-June 2024	Within Jan.-June 2024	very impressive	outstanding	
5	Supervise major civil works activity	Supervise major civil works activity	Jan.-June 2024	Within Jan.-June 2024	Within Jan.-June 2024	very impressive	outstanding	

6	Presentation of accomplishment report during ManCom meeting	Presentation of accomplishment report during ManCom meeting	Jan.-June 2024	Within Jan.-June 2024	Within Jan.-June 2024	very impressive	outstanding	
7	Facilitate MIS related concerns	Facilitate MIS related concerns	Jan.-June 2024	Within Jan.-June 2024	Within Jan.-June 2024	very impressive	outstanding	
8	Conduct ICTMC staff regular meeting.	Conduct ICTMC staff regular meeting.	Jan.-June 2024	Within Jan.-June 2024	Within Jan.-June 2024	very impressive	outstanding	
9	Remotely monitor regularly the transmitter sign-on/off.	Remotely monitor regularly the transmitter sign-on/off.	Jan.-June 2024	Within Jan.-June 2024	Within Jan.-June 2024	very impressive	outstanding	
10	Monitor regularly transmitter status and condition	Monitor regularly transmitter status and condition	Jan.-June 2024	Within Jan.-June 2024	Within Jan.-June 2024	very impressive	outstanding	
11	Monthly meeting attendance	Monthly meeting attendance	Jan.-June 2024	Within Jan.-June 2024	Within Jan.-June 2024	very impressive	outstanding	
12	Supervise VICARP ICT staff in documents and project facilitation	Supervise VICARP ICT staff in documents and project facilitation	Jan.-June 2024	Within Jan.-June 2024	Within Jan.-June 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.-June 2024	Within Jan.-June 2024	Within Jan.-June 2024	very impressive	outstanding	
14	VICARP, RRDEN & RMIS meetings	VICARP, RRDEN & RMIS meetings	Jan.-June 2024	Within Jan.-June 2024	Within Jan.-June 2024	very impressive	outstanding	
15	Supervise the development of RDEIMIS	Supervise the development of RDEIMIS	Jan.-June 2024	Within Jan.-June 2024	Within Jan.-June 2024	very impressive	outstanding	

16	Discussion on the building requirements	Discuss on the building requirements	Jan.- June 2024	Within Jan.- June 2024	Within Jan.- June 2024	very impressive	outstanding	
17	Number of meetings attended	meetings attended	Jan.- June 2024	Within Jan.- June 2024	Within Jan.- June 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
VP for Admin. & Finance

TRACKING TOOL FOR MONITORING TARGETS

Sean O. Villagonzalo
Engineer III
ICTMC

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1st Week	2nd Week	3rd Week	4th Week	
MFO 1: Administrative and Support Service Management								
Supervise ICTMC DDRC/clerk and sign documents pertaining ICTMC activities	Supervise, facilitate, & sign documents pertaining to the following: PPMP plan, Job request, ISP subscription bill, emergency purchases, reimbursement, payroll process, ISO documents, QAC documents, Travel Order, Trip Ticket, IPCR, OPCR, MOA etc.	SOVillagonzalo MCabras	January – June, 2024	X	X	X	X	
MFO 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.	SOVillagonzalo NOVillas JGGodoy ICTMC/MIS Team	January – June, 2024	X	X	X	X	
MFO 3: Computer/ peripherals repairs								
Supervise technical staff in computer and other type of equipment repair.	supervise network & equipment repair.	SOVillagonzalo NOVillas JGGodoy ICTMC Team	January – June, 2024	X	X	X	X	
MFO 4: New building & renovated building ECE plans								

Number of ECE plans designed	Design ECE plans for new and renovated building	SOVillagonzalo	January – June, 2024	X	X	X	X	
MFO 5: VSU LAN Civil works and IDF electrical works.								
Number of staff involve in major civil works.	Supervise major civil works activity	SOVillagonzalo JGGodoy ICTMC Team	January – June, 2024	X	X	X	X	
MFO 6:Presentation of accomplishment reports & problems.								
Number of reports presented	Presentation of accomplishment report during ManCom meeting	SOVillagonzalo	January – June, 2024	X	X	X	X	
MFO 7: Supervision of Management Information System								
Number of MIS staff	Facilitate MIS related concerns	SOVillagonzalo NOVillas MIS Team	January – June, 2024	X	X	X	X	
MFO 8: Conduct Regular Staff Meeting								
Number of ICTMC Meetings	Conduct ICTMC staff regular meeting.	SOVillagonzalo NOVillas	January – June, 2024	X	X	X	X	
MFO 9: DYDC								
Supervise & monitor DYDC technical staff.	Remotely monitor regularly the transmitter sign-on/off.	SOVillagonzalo	January – June, 2024	X	X	X	X	
Supervise the monitor DYDC transmitter status.	Monitor regularly transmitter status and condition	SOVillagonzalo						
Attend regular DYDC meeting	Monthly meeting attendance	SOVillagonzalo						
MFO 10: VICARP								
Supervise RMIS staff in complying VICARP & PCAARRD ICT requirements.	Supervise VICARP ICT staff in documents and project facilitation	SOVillagonzalo	January – June, 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.	SOVillagonzalo	January – June, 2024	X	X	X	X	
Attend VICARP, RRDEN and coordinators meeting	VICARP, RRDEN & RMIS meetings	SOVillagonzalo	January – June, 2024	X	X	X	X	
Supervise VICARP staff involving RMIS related activities.	Supervise the development of RDEIMIS	SOVillagonzalo						
MFO 11: Bldg infrastructure development Committee								
Number of meetings attended	Discussion on the building requirements	SOVillagonzalo	January – June, 2024	X	X	X	X	
MFO 12: Waste Appraisal & Disposal Committee								
Waste Appraisal & Disposal Committee	Number of meetings attended	SOVillagonzalo	January – June, 2024	X	X	X	X	

Prepared by:

ELWIN JAY V. YU
VP for Admin. & Finance