

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS  
WITH MULTIPLE FUNCTIONS**

Name of faculty Member: ALELI A. VILLOCINO

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
1. Instruction	25%	5.0	1.25
2. Research	5%	5.0	.25
3. Extension	5%	4.68	.234
4. Support to Operations	10%	5.00	.5
5. General Admin & Support Services	55%	4.93	2.7115
<b>TOTAL</b>	<b>100%</b>		<del>4.9555</del> <del>5.192</del>

EQUIVALENT NUMERICAL RATING:

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

~~4.9555~~ 5.192

ADJECTIVAL RATING:

OUTSTANDING

Prepared by:

ALELI A. VILLOCINO  
Name of Faculty

Approved:

BEATRIZ S. BELONIAS  
Vice-Pres. for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **ALELI A. VILLOCINO**, Vice President for Student Affairs and Services 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 2023.

**ALELI A. VILLOCINO**

Assoc. Prof. V

Date: **12 JUL 2023**

Approved:

**EDGARDO E. TULIN**

President

**15 JUL 2023**

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment January-June 2023	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1.65	1.65	5	5	5	5.00	PHED 207 Current Trends in Physical Education
	PI 8: Number of graduate students advised * A2. Number of students advised		Acts as academic adviser to graduate students	9	9	5	5	5	5.00	Abelardo, Madhelle; Aimee Cahucom; April Jane Danolco; Angelica Mae Denoy; Emely Dojello, Marc Vincent Elizalde; Nory Funetes; Mariane Geordias, Algin Vilbar; Lyca Jane
		A3. Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<b>A4.</b> Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty	14	9	5	5	5	5.00	Abelardo, Madhelle; Aimee Cahucum; April Jane Danolco; Angelica Mae Denoy; Emely Dojello, Marc Vincent Elizalde; Nory Funetes; Mariane Geordias, Algin Vilbar; Lyca Jane
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5.</b> Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	2	1	5	5	5	5.00	PHED 207 Current Trends in Physical Education
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	PHED 207 Current Trends in Physical Education
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	6	5	5	5	5	5.00	Fostering Active Spaces in Communities, Traditional Sports and Games, E-Sports and E-Games, Gender in Sports and Development, Retrofitting Physical Education in the New Normal
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	5	5	5	5	5.00	Midterm Exam, Final Exam, PhEd Talk, Project Proposal, Concept Paper, participation/attendance to webinars organized by TAFISA
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							



A 7 : Number of virtual classroom created and operational			Creates virtual classroom using either Moddle or Google Classroom	2	5	5	5	5	5.00	PHED 207 Current Trends in Physical Education
	PI 10 . Additional outputs:	A 8 . Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal	4	5	5	5	5	5.00	Participation/attendance to webinars, participation as respondent to a research study on conservation of traditional sports and games in the ASEAN region, community survey on active spaces to foster active communities
UMFO 2. HIGHER EDUCATION SERVICES										
Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned							
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
		A11 . Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within prescribed period							
		A12 . Number of trainings attended related to instruction	Attend mandated trainings							
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							

	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised: Acts as academic advisor to students								
		<b>A17.</b> Number of students advised on thesis/ field practice/special problem:								
		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript							
		As SRC Member	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18.</b> Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19.</b> Number of Student organizations advised	Advises student organizations recognized by OSDS	4	20	5	5	5	5.00	USSC, CSSC, Course-related organizations, church related organizations
		<b>A20.</b> Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	4	20	5	5	5	5.00	USSC Main Campus, USSCF, church-related organizations, course related organizations, sports clubs, women and girls in sports, Student Election Board
	<b>PI 10:</b> Number of instructional materials developed *	<b>A21:</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							

		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 23 : Number of on-line course were reviewed by TRP & edited by MMDC editor	Submits the course were duly reviewed by TRP for editing by MMDC editor							
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		COPC	Prepared documents to support the COPC application	2	3	5	5	5	5.00	Bachelor of Physical Education and Bachelor of Culture and Arts Education; Department Student Internship Program
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with host training establishments willing to accept student teachers	5	20	5	5	5	5.00	DepEd Baybay City Division, SIP MOA with private and government agencies
		A 26. Other outputs implementing the new normal due to covid 19	Modified/Adopt safety & health guidelines in the conduct of activities	1	2	5	5	5	5.00	Introduce netiquettes for blended learning classes; Building a culture of safety I a pandemic and beyond (guidelines); SAS Continuity Plan
<b>UMFO 3 . RESEARCH SERVICES</b>										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries							
	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research oroject within the year							





	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership	1	3	5	5	5	5.00	Barangay Pangasugan, San Agustin, Ramon Aboitiz Foundation Inc.
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implementes duly approved extension projects	1	1	5	5	5	5.00	Project Langoy sa Kaluwasan evaluation report (subject specialist)
	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services	85%	100%	5	5	5	5.00	Learn-to-Swim Program and Water Safety
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	1	1	5	5	5	5.00	Subject matter specialist in swimming and water safety
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation	1	1	5	5	5	5.00	Project Langoy sa Kaluwasan evaluation report (subject specialist)
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								



		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
<b>UMFO 4. SUPPORT TO OPERATIONS</b>										
<b>OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS</b>										
	<b>PI 1.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of OVPSAS under ISO 9001:2015*	<b>A 44.</b> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member	1	1	5	5	5	5.00	VSU QMS ISO 9001:2015 was recertified by TUV Rheinland Inc in March 2023; Verification of OFIs and Corrective Actions Reports. Conduct ISO Core Meetings
	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 45.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients	100%	100%	5	5	5	5.00	Student On-Boarding, in-person transaction at OVPSAS, consultation meetings of urgent matters related to SAS
	<b>PI 3.</b> Number of administrative services and financial/ administrative documents acted within time frame		submit reports on time	100%	100%	5	5	5	5.00	CHED Report, Audit Report, Institutional Portfolio, AACUP Area Report, THE Impact Rankings, SAS Report, Admissions 2022 Degree Program Data, QS Star Ranking, Non-Conformity Report and supporting documents submitted to TUV Rheinland, TUV Box
	<b>PI. 4</b> No. of formal/informal linkages with external agencies maintained		links with external agencies	5	25	5	5	5	5.00	Ramon Aboitiz Foundation Inc., Ichon, Padre Burgos, Sogod, Macrohon PNP, LGU Baybay, Global Medic, UNILAB, Student Internship Program Host Training Establishments (HTEs)

	PI 5. No. of council/board/committee assignments served/functions performed		100% attendance of units heads, committee members attended the meeting	15	25	5	5	5	5.00	VSU Relief Operations Team and Crisis Management Committee, VEFI Board of Directors, NAPB, APB, UAdCo, THE World Ranking Committee, Institutional Accreditation, Program Accreditation, Anniversary Committee, CAT Committee, Admissions Committee, Academic Council, QS Star Ranking, Philippine Quality Awards (PQA)
	PI 6. No. of unit heads/staff meetings presided		100% attendance of units heads, committee members attended the meeting	5	5	5	5	5	5.00	OVPSAS, Dean of Students, Scholarship, Grants and Awards, Career and Job Placement Office, University Learning Commons, NSTP, CWTS, Student Welfare, Dormitory Management Committee
		A 48. Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to comply with IATF safety & health guidelines	3						

	<b>PI 7.</b> Percentage of clients served rated the services received at least very satisfactory or higher.		rated services as very satisfactory or higher	90%	<b>100%</b>	5	5	5	5.00	Student On-Boarding for new qualifiers, SIP/OJT Orientation, Student Affairs and Services
	<b>PI 8.</b> Number of quality procedures revised/updated and registered at QAC		review of procedures manual	2	<b>2</b>	5	5	5	5.00	VPS-01 Implementation of Student Internship (Local), QP and GL Online Admission of Undergraduate Students in the New Normal, PM Handling Customer Feedback, Revision of the Quality Manual
	<b>PI 9.</b> Percentage implementation of processes in accordance with existing approved quality procedures.		implements processes according to QP	100%	<b>100%</b>	5	5	5	5.00	PM VPS-01 Implementation of Student Internship (Local), gives messages, opening remarks
	<b>PI 10.</b> Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor		complies with existing quality procedures	100%	<b>100%</b>	5	5	5	5.00	All QPs and GLs registered at the Quality Assurance Center as process owner, member of Top Management and QMR
<b>UMFO 5. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES</b>										
<b>OVPSAS GASS 1: Administrative and Support Services Management</b>										
GASS 1: Administrative and Support Services	<b>PI 1.</b> Number of administrative services and financial/administrative documents acted within the time frame		acts on documents within the time frame	100%	<b>100%</b>	5	5	4	4.60	CHED Report, Audit Report, Institutional Portfolio, AACUP Area Report, THE Impact Rankings, SAS Report, Admissions 2023 Degree Program Data, Philippine Quality Awards (PQA), QS Star Ranking, Preliminary Survey Visit of Degree Programs, VSU Brand Book, CHED Monitoring of Student Affairs and Services



	<b>PI 2.</b> Number of proposals prepared for the delivery of student affairs & services		Prepared a draft proposal for Student Internship Manual and proposed guidelines for the retrofitting of dormitories & cottages for gradual reopening of classes	3	10	5	5	5	5.00	Relief Operations and membership to Crisis Management Committee, Proposed Guidelines and Policies for Second Coursers, Minutes of Management Review, compliance to NC and OFIs SSA, SAS HelpDesk, Proposed SAS Research Agenda Senior High School, Work Immersion Program
	<b>PI 3.</b> Number of proposals prepared for the continual improvement in handling customer feedback.		Prepared and presented the proposed university policy in handling feedback	1	1	5	5	5	5.00	Customer Feedback Investigation Report Form
	<b>PI 3.</b> number of council/board/committee assignments served/functions performed	Active participation in meetings called by immediate supervisor, committee chairpersons & head of units/offices.	performs council/board/committee assignments	12	15	5	5	5	5.00	UAdCo, NAPB, APB, UAC, Student Affairs and Services Committee, University Library Committee, ASH Committee, CODI, VEFI BOD, Internal Auditors Committee, Management Review, Institutional Accreditation Task Force, PSV Accreditation Task Force, Admissions Committee, THE Impact Ranking 2022, QS Star World Ranking, CHED Monitoring of SAS

	PI 4. Number of faculty & staff facilitated in the preparation of Online College Admission Test		Presides and coordinates meetings and activities related to online CAT	30	40	5	5	5	5.00	University Admissions Committee, CAT Technical Working Group, Proctors, Validators, IT Staff, OVPSAS and OHA staff, Student Welfare Services, Dormitory Management Committee, ASH Committee, Commencement Exercises Working Committee
	PI 5, number of unit heads/staff meetings presided		presides meetings with unit heads/staff	12	15	5	5	5	5.00	ODS, OSWS, OSGA, OCJP, NSTP, OHA, Library, USHER, HelpDesk, ICTMC, Web Team, Customer Feedback, SAS SOB working committees, Anti-Sexual Harassment Committee (ASHCom)
	<b>Total Over-all Rating</b>					180	180	179	179.60	
	<b>Average Rating</b>								4.98	
	<b>Adjectival Rating</b>								0	
Average Rating (Total Over-all rating divided by 4)						Comments & Recommendations for Development Purposes				
Additional Points:										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.98					
ADJECTIVAL RATING					0					

Evaluated & Rated by:

  
**EDGARDO E. TULIN**  
 Immediate Supervisor

Date: 15 JUL 2023

Approved by:

  
**EDGARDO E. TULIN**  
 President

Date: 15 JUL 2023

**EMPLOYEE DEVELOPMENT PLAN**

**Name of Employee:** ALELI A. VILLOCINO

**Performance Rating:** January-June 2023

**Aim:** To enrich the student's experiences and supplement the academic programs through educational, athletic, cultural, spiritual, civic and social activities.

**Proposed Interventions**

1. Recommend staff to attend training (in-service, workshops), conferences, executive leadership training, formal and informal development activities education and development activities (formal and informal);
2. Create linkages to develop fellow SAS practitioners in the region, both private and government institutions or agencies.
3. Revive VSU CARES.

**Date:** July 2023

**Target Date:** November 2023

**First Step:** Align to the Objectives, Targets & Programs of the OVPSAS and units working with student affairs and services.

**Next Step:** Conduct consultative meetings with units/offices working with OVPSAS to assess the on-going intervention programs conducted from January 2023 – onwards.

Collaborate with the Student Development Services, Student Welfare & Services and the Dean of Students to closely connect with students needs.

Endorse Guidance Counselors, Department-based Guidance Facilitators and support staff to attend webinars on how to best deliver the necessary support and services students.

**Result:** Responsive student affairs and services and competent, motivated and driven SAS personnel.

**Recommendation:**

1. Revisit the Objectives, Targets & Programs & Action Plans for implementation from July – December 2023 of units/offices working with OVPSAS.
2. Conduct a survey to identify the needs & expectations of interested parties before the beginning of each academic year.



3. Strengthen the online channels to facilitate communication between students and student affairs and services offices/units.
4. Conduct consultative meetings, planning sessions and workshops to craft the university's framework in the "integration of mental health programs/activities in the curriculum."
5. Forge linkages/partnerships with SUCs and private universities to create a better system/program in the delivery of student affairs and services.

*Prepared by:*

  
**EDGARDO E. TULIN**  
President

*Conforme:*

  
**ALELI A. VILLOCINO**  
VP for Student Affairs & Services