

**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			
a. Head/Dean (100%)		5.00 x 50% = 2.50	
b. Students		5.00 x 50% = 2.50	
Total for Instruction	20%	5.00	1.00
2. Research			
a. Client/Dir. For Research (50%)			
b. Dept. Head/Center Director 50%)		5 x 100% = 5.00	
Total for Research	5%	5.00	.25
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept. Head/Center Director 50%)		5 x 100% = 5.00	
Total for Extension	5%	4.96	.24
4. Support to Operations	10%	4.97	.49
5. General Admin & Support Services	60%	5.0	3.00
TOTAL	100%		4.98

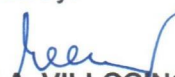
EQUIVALENT NUMERICAL RATING: 4.98

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.98

ADJECTIVAL RATING: OUTSTANDING

Prepared by:


ALELI A. VILLOCINO
Name of Faculty


Approved:



BEATRIZ S. BELONIAS
Vice-Pres. for Academic Affairs


INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

"Exhibit B"

I, **ALELI A. VILLOCINO**, a faculty member of the **INSTITUTE OF HUMAN KINETICS**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period from July to December 2021.


ALELI A. VILLOCINO
 Assoc. Prof. V
 Date: **MAR 23 2022**

Approved: 
CHARIS B. LIMBO
 Department Head
 Date: **MAR 24 2022**


BAYRON S. BARREDO
 College Dean
 Date: **MAR 24 2022**

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	3	0.90	5	5	4	4.67	
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students	1	1	5	5	5	5.00	Montero, Pee Jay
		A3 . Number of students advised on thesis/special problem/dissertation		1	1	5	5	5	5.00	Montero, Pee Jay
		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							
		A4 . Number of students entertained for online consultation purposes	Entertains students seeking consultation with faculty	7	7	5	5	5	5.00	Montero, Pee Jay, Baculfo, Trixia Jane, Casamis, Gemma, Lao, Essil, Maceda, Rovil Jean, Rosales, Mikho Angelo, Sosmena, Aljun

	PI 9: Number of instructional materials developed *	A5. Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	1	5	5	5	5.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	15	5	5	5	5.00	PHED 206 Administration of Physical Education
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	8	5	5	5	5.00	PHED 206 Administration of Physical Education
		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	1	1	5	5	5	5.00	PHED 206 Administration of Physical Education
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	PHED 206 Administration of 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	7	5	5	5	5.00	TED Talk/resource speaker, problem-based learning, cooperative learning, work projects
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	6.30	6.30	5	5	5	5.00	CAEd 121 Principles & Practice Music Pedagogy 1 (Teaching Methods in Music for K-6) 2 sections
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2	5	5	4	4.67	CAEd 121 Principles & Practice Music Pedagogy 1 (Teaching Methods in Music for K-6) 2 sections
		A 11. 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	3	3	5	5	5	5.00	

		A12. Number of trainings attended related to instruction	Attend mandated trainings	2	2	5	5	5	5.00	Quality Customer Satisfaction Training, CHED-DepEd Policies & Guidelines in Deployment of Pre-Service Teachers, RAFI CFL Virtual Learning Session, Webinar Orientation on Implementation fo flexible Delivery of SAS Programs during the Pandemic, National Tertiary Sports Leaders Congress
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	2	5	5	5	5.00	
		A14. Number of quizzes administered and checked	Prepares and checks quizzes for lec and practical test in music performance	5	5	5	5	5	5.00	
		A15. Number of music sheets checked and graded	Checks lab reports and term papers submitted as required	5	5	5	5	5	5.00	
	PI 8: Number of students advised: *	A16. Number of students advised:	<i>Acts as academic adviser to students</i>	2	2	5	5	5	5.00	Montero, Pee Jay & Sual, Ronalyn
		A17. Number of students advised on thesis/ field practice/special problem:								
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		A18. Number of students entertained for consultation purposes	Entertains students consulting on subject taught, thesis and grades							
	PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	Advises student organizations recognized by USOO							
		A20. Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	2	2	5	5	5	5.00	University Supreme Student Council Federation (USSCF), USSC Baybay

	PI 9: Number of instructional materials developed *	A5 . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems	1	1	5	5	5	5.00	
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof	1	1	5	5	5	5.00	
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	10	15	5	5	5	5.00	PHED 206 Administration of Physical Education
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	5	8	5	5	5	5.00	PHED 206 Administration of Physical Education
		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	1	1	5	5	5	5.00	PHED 206 Administration of Physical Education
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	1	5	5	5	5.00	PHED 206 Administration of 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	7	5	5	5	5.00	TED Talk/resource speaker, problem-based learning, cooperative learning, work projects
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned	6.30	6.30	5	5	5	5.00	CAEd 121 Principles & Practice Music Pedagogy 1 (Teaching Methods in Music for K-6) 2 sections
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	2	2	5	5	4	4.67	CAEd 121 Principles & Practice Music Pedagogy 1 (Teaching Methods in Music for K-6) 2 sections
		A 11 . 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	3	3	5	5	5	5.00	

	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel							
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>							
		Supplemental learning resources	<i>Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught</i>							
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.							
		A 23 : 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 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	CAEd 121 Principles & Practice Music Pedagogy 1 (Teaching Methods in Music for K-6)
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:								
		COPC	Prepared documents to support the COPC application	1	1	5	5	5	5.00	BPED & BCAEd
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with host training establishments willing to accept student teachers							
		A 26. Other outputs implementing the new normal due to covid 19	Modified/Adopt safety & health guidelines in the conduct of activities	1	1	5	5	5	5.00	IHK Guidelines for building a culture of safety in a Pandemic & Beyond for BCAEd Students
UMFO 3 . RESEARCH SERVICES										
	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 project within the year							
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences	A 30. Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scientific for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	PI 5. Percent of research proposals approved *	A 31. Percentage of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)								
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		A 34. Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	1	1	5	5	5	5.00	Research Fellow, Incorporated Association, Academic Society of North & South Sports , approved by the Ministry of Unification, Republic of Korea utilizing sports activities for peace and development.
UMFO 4. EXTENSION SERVICES										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	A 36. 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	1	5	5	5	5.00	Brgy. Pangasugan

	PI 2. Number of trainees weighted by the length of training	A 37. Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer	6	75	5	4.8	4.9	4.90	
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	A 38. Number of extension programs/projects implemented	Implements duly approved extension projects	1	1	5	4.9	4.9	4.93	Langoy sa Kalawasan
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	A 39. 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		75%	5	5	5	5.00	
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	2	2	5	5	5	5.00	
	Research Mentoring	Research Mentor								
	Peer reviewers/Panelists	Peer reviewers/Panelists								
	Resource Persons	Resource Persons								
	Convenor/Organizer	Convenor/Organizer								
	Consultancy	Consultant								
	Evaluator	Evaluator								
	PI 8. Percent of extension proposals approved *	A 41. Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate implementation							
	PI 11. Additional outputs *	A 42. No. of extension-related awards (extrn. conducted by faculty or student & faculty) *								
		A 43. Other outputs implementing the new normal due to covid 19	Designs extension related activities and other outputs to implement new normal							
UMFO 4. SUPPORT TO OPERATIONS										
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS										
	PI 1. 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*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that the core processes, support & operation of the QMS are complied with in the performance of his/her functions as faculty member & QMR.		zero non-conformity	5	5	5	5.00	Functions as Quality Management Representative to ensure that the QMS processes are established, maintained and implemented.
	PI 2. Zero percent complaint from clients served	A 45. Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint	5	5	5	5.00	Reviews investigative report from customer feedback, action plans and reply to emails, text and chat messages

	PI 3. Number of administrative services and financial/ administrative documents acted within time frame		submit reports on time	100%	100%	5	5	4	4.67	Correspondence from partner agencies and transmittal for submission
	PI 4 No. of formal/informal linkages with external agencies maintained		links with external agencies	12	15	5	5	5	5.00	TUV Rheinland Phils, CHEDRO 8, Live Pure Movement, PNP Stations (Southern Leyte), LGUs, DOH, Host Training Establishments of Student Interns,
	PI 5. No. of council/board/committee assignments served/functions performed		100% attendance of units heads, committee members attended the meeting	9	10	5	5	5	5.00	UADCO, Acad Council, NAPB, ViFE BOD, ASHO, GAD FPS ExecComt, LGU & Academic Links, Council of Deans, IQA
	PI 6. No. of unit heads/staff meetings presided		100% attendance of units heads, committee members attended the meeting	25	30	5	5	5	5.00	Regular, emergency & consultation meetings (office, committee, students & other related units/offices)
		A 48. Other outputs implementing the new normal due to covid 19	Propose/prepare guidelines, related activities and other outputs to comply with IATF safety & health guidelines	1	2	5	5	5	5.00	Proposal to implement an alternative/flexible internship plan in the new normal and to integrate wellness break in the academic calendar
	PI 7. Percentage of clients served rated the services received at least very satisfactory or higher.		rated services as very satisfactory or higher	90%	95%	5	5	5	5.00	Customer Satisfaction Survey (Customer Feedback Report, 4th Quarter 2021)
	PI 8. Number of quality procedures revised/updated and registered at QAC		review of procedures manual	1	1	5	5	5	5.00	PM- VPS-01 Implementation of Student Internship Program (local)
	PI 9. Percentage implementation of processes in accordance with existing approved quality procedures.		implements processes according to QP	100%	3	5	5	5	5.00	zero NC during external audit
	PI 10. Percentage of units/offices audited		audited the processes, guidelines & forms of offices/units/departments	7	7	5	5	5	5.00	CET, DoE, ODIE, OIMD, Director of Innovation, Director of Research, PhilRootCrops

	PI 11. Percentage of ISO evidences compliant with existing OVPSAS quality procedures kept intact and readily available to Auditor		complies with existing quality procedures	100%	100%	5	5	5	5.00	PM-VPS-01 Implementation of the Local Student Internship Program
UMFO 5. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES										
OVPSAS GASS 1: Administrative and Support Services Management										
GASS 1: Administrative and Support Services	PI 1. Number of administrative services and financial/administrative documents acted within the time frame		acts on documents within the time frame	100%	100%	5	5	5	5.00	CHED-DOH-LGU Inspection/Monitoring for the implementation of limited face-to-face classes (December 13, 2021)
	PI 2. Number of proposals prepared for the delivery of student affairs & services		Draft a proposed Student Internship Manual, retrofitting dormitories & cottages for gradual reopening of limited face-to-face classes	2	3	5	5	5	5.00	Student Internship Manual (for local) and Guidelines to retrofit dorms & cottages for gradual reopening of classes,
	PI 3. Number of proposals prepared for the continual improvement in handling customer feedback.		Coordinated with the Customer Feedback Officer to revise the customer feedback form to be aligned to AO25 Customer Satisfaction Survey	1	1	5	5	5	5.00	AO25 IATF Citizen/Client Satisfaction Survey
	PI 3. 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	25	30	5	5	5	5.00	UADCO, Acad Council, NAPB, ViFE BOD, ASHO, GAD FPS ExecComt, LGU & Academic Links, Council of Deans, IQA
	PI 4. Number of faculty & staff facilitated in the delivery of student support & services		Presides and coordinates meetings and activities related to delivery of student affairs & services	50	70	5	5	5	5.00	Student Affairs & Services Committee, VSU CARES, University Admissions Committee, Student Onboarding, Technical Working Group, Local Vaccination Drive
	PI 5. Number of students facilitated in the conduct of survey		Facilitated & coordinated students in the VSU System to conduct of the COVID-91 Student Vaccination Survey.	40	50	5	5	5	5.00	COVID-19 Student Vaccination Survey
	PI 6. Number of faculty, staff and students facilitated		Coordinated/facilitated working committees in the conduct of the student vaccination drive	300	400	5	5	5	5.00	Local School-based Vaccination Drive in coordination with CHED, DOH, CHO, LGU & USHER
	PI 7 Number of units/offices facilitated in the implementation of QMS		coordinated ISO-related meetings in preparation for 3rd Internal Quality Audit	30	30	5	5	5	5.00	ISO Core Team, 3rd Internal Quality Audit

	PI 7. number of unit heads/staff meetings presided		presides meetings with unit heads/staff	15	20	5	5	5	5.00	regular, emergency and consultation meetings (office, committee, students & other related units/offices)
	Total Over-all Rating					250	250	247	248.84	
	Average Rating					5.00	4.99	4.94	4.98	
	Adjectival Rating					Outstanding				


Average Rating (Total Over-all rating divided by 4)		4.98
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.98
ADJECTIVAL RATING		Outstanding

Evaluated & Rated by:


CHARIS B. LIMBO
 Department Head

Date: **MAR 24 2022**

Recommending Approval


BAYRON S. BARREDO
 Dean College of Education

Date:

MAR 24 2022

Comments & Recommendations for Development Purposes

Approved by:


BEATRIZ S. BELONIAS
 Vice President for Instruction

Date:

MAR 24 2022

PERFORMANCE MONITORING FORM

Name of Employee: ALELI A. VILLOCINO

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	Teach PHED 206 Administration of Physical Education	<ul style="list-style-type: none"> Deliver quality flexible learning & instruction to MEd major in Physical Education 	January 2022	February 2022		Very impressive	Outstanding	Need to gather more references and learning materials in current trends in physical education, collaborate with faculty & network with SUCs offering the degree program
2	Update ppt, learning materials, strategies in teaching the subject through online/remote learning	<ul style="list-style-type: none"> More interactive and creative e-Learning presentation to build an effective learning course. 	January 2022	February 2022		Impressive	Outstanding	Explore more teaching strategies for online class and encourage students to join webinars organized by regional, national and international organizations
3	Create flexible & negotiated assessment to best rate students' performance in online classes.	<ul style="list-style-type: none"> Objectives & tasks are aligned to course learning outcomes & learning activities. Interventions are designed to provide sufficient time for students to comply with the course requirements. 	February 2022 – June 2022			impressive	Outstanding	Include opportunities for group, peer and self-assessment

4	Submit reports and other requirements	<ul style="list-style-type: none"> Submission of DTR, accomplishment report, grade sheets, committee reports, program report and other documents/reports assigned by immediate supervisor and other offices/units. 	January 2022 – June 2022	Very Impressive	Outstanding	
5	Student Consultation	<ul style="list-style-type: none"> Advise and coach graduate students/advisees in preparing for the comprehensive examination. Provide psychosocial support to graduate students specially now that we have transitioned to online learning platform Advise students to pursue long-term educational aspirations Faculty members extend support for students to navigate their program in the midst of a pandemic. 	January 2022 – onwards	Very impressive	Outstanding	Design a scoring rubric for oral comprehensive exam; integrate psychosocial support and mental health activities every meeting.
6	Consultation with office/unit heads on policies, guidelines, procedures in the operations & management of programs/projects.	<ul style="list-style-type: none"> Improved communication, organizational and management performance and decision-making. culture of team work is built within a newly created office. 	January 2022 – onwards	Very impressive	Outstanding	Schedule consultation meetings to units/offices and discuss the second surveillance audit report.

7	Oversee the operations of units/offices working with the OVPSAS	<ul style="list-style-type: none"> Improved delivery of support to interested parties (internal and external) Empowered and engaged work force. 	January 2022 – onwards	impressive	Outstanding	Work closely with unit/office heads. Review policies & guidelines. Connect with students & other interested parties
8	Facilitate in cascading ISO 9001:2015 as a tool to improve the quality of delivery of services and products	<ul style="list-style-type: none"> Conduct management review, attend department regular and emergency meetings, send/post important messages on the virtual office (group chats) to remind and update personnel of ISO activities, coordinate with offices/units/departments in preparation for the second surveillance audit. 	January 2022 – onwards	Impressive	Outstanding	Revisit the quality procedures and guidelines of processes for possible revisions and cascade any changes for planning to offices/units.
9	Attends to administrative council meetings, university meetings, CHED & other agencies, quality assurance activities	<ul style="list-style-type: none"> Update staff of university guidelines, policies and other university affairs Empower personnel to actively participate in meetings and decision making 	January 2022 – onwards	Very Impressive	Outstanding	Explore and open up ideas to others in order to get a deeper approach towards situations and events happening in the pandemic.
10	Endorse staff to attend training, workshop, webinars	<ul style="list-style-type: none"> Level up the morale of the staff to be more driven, motivated and inspired to accomplish their tasks/targets 	January 2022 – onwards	Very impressive	Outstanding	Provide learning & development activities to guidance counselors & librarians to create more flexible delivery of services in the light of the pandemic.

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ALELI A. VILLOCINO

Performance Rating:

Aim:

1. To provide flexible delivery of support to students and ensure a continuity of learning in the pandemic; and
2. To maintain the operations of the student's affairs and services office and units during the pandemic.

Proposed Intervention:

1. Design a mechanism to monitor a flexible delivery of student services to support the mental health & well-being of students.
2. Provide support to students who are at risk or vulnerable.
3. Work closely with colleges, departments, offices/units, administration and the local COVID Task Force in the delivery of support to students.

Date: January 2022

Target Date: January 2022 & onwards

First Step: Anchor the work plan based on CHED guidelines implementation of flexible delivery of student affairs and services and retrofitting of dormitories & cottages and other facilities for a gradual reopening of limited face-to-face classes for medical or health courses. Other guidelines to consider are the Health & Safety protocols set by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF – MEID), Local Government Unit (LGU) and the Office of the President (OP).

Next Step: Conduct consultative meetings with units/offices working with OVPSAS to assess the on-going intervention programs conducted from January 2021 – onwards.

Collaborate with the USSCF and course organizations through the Student Development Services Office to closely connect with students and identify their needs.

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

Plan online support mechanisms using social media platform to connect with students in a safe virtual space or tele-counseling platform.

Result: Responsive student affairs and services towards the promotion of students' interest, welfare and development.


Recommendation:

1. Revisit & monitor the Objectives, Targets & Programs & Action Plans of OVPSAS 2021.
2. Conduct a survey to identify the needs & expectations of interested parties before the beginning of each academic year.
3. Strengthen the online channels (facebook, messenger, Serbisyo Estudyante, online Kumustahan) to facilitate communication between students and student affairs and services offices/units.
4. Create a separate social media platform or webpage for proper information dissemination to students and interested parties.
5. Conduct consultative meetings, planning sessions and workshops to design the university's framework in the "integration of mental health programs/activities in the curriculum."
6. Forge linkages/partnerships with SUCs and private universities to create a better system/program in the delivery of student affairs and services.
7. Finalize the Student Affairs & Services Continuity Plan before August 30, 2021.
8. Conduct more consultation with students and advisers to assess and address their needs and for the university to respond to challenges brought by COVID-19 specifically the adoption of flexible learning.
9. Post-evaluation of the Online College Admission Test.

Prepared by:


EDGARDO E. TULIN
President

Conforme:


ALELI A. VILLOCINO
IHK Faculty & VP for Student Affairs
& Services