



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

**Annex P**

Name of Administrative Staff: **NORBERT JOHN O. VILLAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	70%	3.409
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
<b>TOTAL NUMERICAL RATING</b>			<b>4.85</b>

TOTAL NUMERICAL RATING: 4.85

Add: Additional Approved Points, if any: \_\_\_\_\_

TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.85

ADJECTIVAL RATING: Outstanding

Prepared by:

**NORBERT JOHN O. VILLAS**  
Name of Staff

Reviewed by:

**ALELI A. VILLOCINO**  
Department/Office Head

Approved:

**ALELI A. VILLOCINO**  
VP for SAS

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NORBERT JOHN O. VILLAS, of the OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES commits to deliver and agreed to be rated on the attainment of the following accomplishments accordance with the indicated measures for the period July - December 2022.

NORBERT JOHN O. VILLAS

Date: FEB 13 2023

Approved:

ALELI A. VILLOCINO

Date: FEB 13 2023

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>	
UMFO 6 <i>General Administration and Support Services</i>									
OVPSAS GASS 1: Administrative and Support Services Management									
	PI 1. Efficient and customer-friendly frontline service	Entertain visitors/clients with zero complaint served	0%	0%					
	PI 2. Number of involvement in the preparation and review of project/program proposals	Prepare the documents needed in the preparation of project/program proposal	1	1	5	5	5	5.00	HelpDesk proposal
	PI 3 Number of monitored projects and programs implemented by the different offices/units working with student affairs and services	Monitor status of project/programs implemented	2	2	5	5	4	4.67	Monitoring of student vaccination status. Retrieval of learners box
	PI 4. Number of prepared reports for submission to external agencies/providers and offices in the university	Prepare reports every after program for submission	5	5	5	5	5	5.00	Report of student vaccination status, Submission of CHED QuickData



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 5. Number of participation in the network of researchers, policymakers and practitioners in the areas of student affairs and services	Involvement in the network of researchers and others in the areas of SAS	1	1	5	5	5	5.00	Report on the student affected by typhoon Odette
	PI 6. Number of student support services reported and submitted	Prepared reports involving student support services	1	1	5	5	5	5.00	Report of students affected by calamity
	PI 7. Number of tracked student welfare through media channels	Prepared tracking application using digital platform	2	2	5	5	5	5.00	Helpdesk, Relief operations
	PI 8. Maintain OVPSAS Social Media account engagement	Regular monitoring and updating of social media account	1	1	5	4	4	4.33	OVPSAS Page
	PI 9 Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences								
	Number of meetings/ seminars/ trainings/ workshops/ Orientation & Conferences assisted and serves as a	Serve as a facilitator	3	3	5	5	5	5.00	Student onboarding
	Number of prepared workshop/training/activity Documents	Prepare needed documents for Workshop/Training	3	3	5	4	5	4.67	
	Number minutes of the meeting prepared and transcribed	Prepare minutes of the meeting	1	1	5	4	5	4.67	Minutes of Meeting
	Number of meetings/ seminars/ trainings/ workshops/ Orientation & Conferences Attended	Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences	5	5	5	5	5	5.00	Certificates, THE Preparation

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>	
<b>Best Practices/ Innovation</b>	Created logs and diary of my daily activities, created OVPSAS social media page, created Student HelpDesk, troubleshoot technical problems encountered during virtual meetings and office/IT				5	5	5	5.00	Assisted technical problems during meeting, Assisted offices during enrollment to avoid disruption, Logbook of DTR
<b>Total Over-all Rating</b>		<b>58.33</b>							
<b>Average Rating</b>		<b>4.86</b>							
<b>Additional Points:</b>									
Punctuality									
Approved Additional points (with copy of approval)									
<b>FINAL RATING</b>		<b>4.86</b>							
<b>ADJECTIVAL RATING</b>									

Comments and recommendations for Development Purpose:  
*To keep up with the fast pace and changes in student support and services, I encourage the employee to seek for trainings and continuous professional development. He is a team player and very supportive to units/offices under SAS.*

Evaluated & Rated by:

*[Signature]*  
**ALELI A. VILLOCINO**  
 VP for SAS  
 Date: **FEB 13 2023**

Approved by:

*[Signature]*  
**ALELI A. VILLOCINO**  
 VP for SAS  
 Date: **FEB 13 2023**

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

Name of Employee: NORBERT JOHN O. VILLAS

Task No.	Task Description	Expected Output	Date Assigned	Expected Date of Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output	Remarks/R ecommend ation
1	Establish the OVPSAS Helpdesk In FB Page	Cater all inquiries of students, parents, potential clients of VSU through online platform	January 2022	December 2022	February 2022	Impressive	Very Satisfactory	
2	Student Onboarding program preparation	Program is organized and able to deliver the topics from each RP to students, followed the on time schedule	August 2022	September 2022	September 2022	Impressive	Very Satisfactory	
3	Times Higher Education (SDG 10) Participation	Submit the documents/evidenced required in the indicators in the THE	September 2022	October 2022	November 2022	Impressive	Very Satisfactory	
4	AUN Impact Ranking Participation	Submit the documents/evidenced required in the indicators in the AUN Impact Ranking	March 2022	April 2022	April 2022	Impressive	Very Satisfactory	
5	Student Vaccination Status Submission	Submit the weekly report of student vaccination status	January 2022	Jan-Dec 2022	Jan-Dec 2022	Impressive	Very Satisfactory	



Task No.	Task Description	Expected Output	Date Assigned	Expected Date of Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output	Remarks/R ecommend ation
6	CHED QuickData submission	Submit the Quickdata required by CHED through Google Forms	June 2022	July 2022	July 2022	Impressive	Very Satisfactory	
7	Assistance on students during ST Agathon	Relief operation for students in Baybay City, Gathering Data and Submission of Reports & Summary for donation drive	April 2022	April 2022	April 2022	Impressive	Very Satisfactory	
8	Generate statistical report/data for the students affected of Typhoon Odette	A statistical report on the students affected in Typhoon Odette specially in Southern Leyte Province	January 2022	February 2022	February 2022	Impressive	Very Satisfactory	
9	Request to create report on the issuance of CAR	Generated data regarding the issuance of CAR on faculties	February 2022	March 2022	March 2022	Impressive	Very Satisfactory	

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

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

Prepared by:

  
**ALELI A. VILLOCINO**

VP for Student Affairs and Services



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: NORBERT JOHN O. VILLAS

Position: EDUCATION RESEARCH ASSISTANT I

**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>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					
Average Score	4.83				
Overall recommendation	:				

  
**ALELIA A. VILLOCINO**

Vice President for Student Affairs  
and Services



# EMPLOYEE DEVELOPMENT PLAN

Name of Employee: NORBERT JOHN O. VILLAS

Performance Rating:

Aim: Attend training and seminars related to the job description

Proposed Interventions to Improve Performance:

Date: July 1, 2022

Target Date: December 31, 2022

First step: Attend training on skills enhancement, advanced used of programs application and administrative-related training

Results: Strengthened office management skills, better office outputs, and enhanced student services

Date: January 1, 2023

Target Date: June 30, 2023

Next Step: Suggest and facilitate improvement for the office.

Outcome: \_\_\_\_\_

Final Step/Recommendation: \_\_\_\_\_

Prepared by:

  
ALELI A. VILLOCINO

*Vice President for Student Affairs  
and Services*

Conforme:

  
NORBERT JOHN O. VILLAS

*Education Research Assistant I*