



Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: Norman O. Villas

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.53	70%	3.17
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL RATING			4.67

TOTAL NUMERICAL RATING: 4.67

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.67

FINAL NUMERICAL RATING 4.67

ADJECTIVAL RATING: Very Satisfactory

Prepared by:

NORMAN O. VILLAS

Name of Staff

Reviewed by:

SEAN O. VILLAGONZALO

Department/Office Head

Recommending Approval:

N/A

Dean/Director

Approved:

ELWIN JAY V. YU

Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Norman O. Villas, of the University Information & Communications Technology Management 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.


NORMAN O. VILLAS

Ratee 7/16/2024

Approved:



SEAN O. VILLAGONZALO

Head of Unit 7/16/2024


MFO & PAPs	Success Indicator	Task assigned	Target	Actual Accomplishments	Rating				Remarks
					Q1	E2	T3	A4	
MFO 1: Technical Assistance:	Number of technical assistance via phone/Cellphone calls served	Technical Support over Telephone/ Cellphone	50	80	4	4	4	4.00	
	Number of technical assistance via Instant messaging served	Technical Support via IP Messenger/ Slack/ Email	200	230	5	5	5	5.00	
	Number of A/V and live streaming	Configure, Lay cables for Online Livestreaming	10	10	5	5	4	4.67	
MFO2: Systems Administration, Development & Maintenance	Number of Appends on the development & maintenance of Transcript of records (Registrar)	Convert Data from SRMS to TOR	500	500	5	5	4	4.67	
	Number of records imported from Enrollment System to ID Database	Import/Convert Data from SRMS	10,000	10,000	4	4	4	4.00	
	Number of VSU Email User Account Appended	Create new Email User	70	73	5	5	4	4.67	
	Number of VSU Email accounts	Recover Email Password	70	80	5	5	4	4.67	
	Number of VSU Web Assets Appended	Import VSU Web Assets to the web	50	55	5	5	4	4.67	
MFO3: Server installation, repair and Maintenance	Proxy Server installed, configured, updated.	Configure Internet Proxy Server	6	6	5	5	4	4.67	
	Web Server installed, configured, updated.	Configure VSU Web Server	6	6	5	5	5	5.00	
	VOIP Server installed, configured, updated.	Configure VOIP Server	2	2	4	4	4	4.00	
	Database Server installed, configured, updated.	Configure and Maintain Database Servers	8	8	4	4	4	4.00	
	File Server installed, configured, updated.	Configure and Maintain File Server	4	4	4	4	4	4.00	
MFO4: Data Backup on the following Systems:	Number of enrollment system database backup.	Backup Enrollment System Database	350	355	5	5	4	4.67	
	Number of transcript of records database backup	Backup Transcript of Records Database	350	355	5	5	4	4.67	

	Number of BAOM database backup	Backup BAOM Database	350	355	5	5	4	4.67	
MFO5: Seminars and Training	Number of training s conducted/facilitated	Conduct User Training	2	2	4	4	4	4.00	
MFO6: SYSTEMS Development	Number of Systems Maintained	Maintain Systems	14	16	5	5	5	5.00	
	Number of System Developed	Develop Online Enrollment System, HRIS	3	3	5	5	5	5.00	
Total Over-all Rating									86.00

Average Rating (Total Over-all rating divided by 4)		4.53
Additional Points:		
Punctuality	XX	
Approved Additional points (with copy of approval)	XX	
Final Rating		4.53
Adjectival Rating		Very Satisfactory

Evaluated & Rated by: 
SEAN O. VILAGONZALO
 Dept./Unit Head
 Date: 7/15/2024

Recommending Approval:
NA
 Dean/Director
 Date: _____

Approved by: 
ELWIN JAY V. YU
 VP for Admin. & Finance
 Date: 7/15/2024

Commnet & Recommendations for Development Purpose:

It would be beneticial for him to acquire additional certifications & pursue a master's degree, as this can enhance his skills & knowledge, making him a globally competitive professional.

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January – June 2024


Name of Staff: Norman O. Villas Position: Computer Programmer 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		60				
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		60				
Average Score		5				
Overall recommendation:						


SEAN O. VILLAGONZALO
 ICTMC, Head

EMPLOYEE DEVELOPMENT PLANName of Employee: Norman O. Villas

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, 2024**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 NOVillas 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 ICT technology itself, continue sending Norman O. Villas annually to training, seminar not only in the country but as well as international, and if possible to a master's degree related to ICT

Prepared by:


SEAN O. VILLAGONZALO

Unit Head

Conforme:


NORMAN O. VILLAS
Name of Ratee Faculty/Staff

PERFORMANCE MONITORING FORMName of Employee: Norman O. Villas

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	Technical Support over Telephone/ Cellphone	Helped Clients concern	Jan.-June 2024	Within Jan.- June 2024	Within Jan.- June 2024	very impressive	Outstanding	
2	Technical support via IP Messenger/Slack /Email	Helped Clients concern	Jan.-June 2024	Within Jan.- June 2024	Within Jan.- June 2024	very impressive	Outstanding	
3	Configure, Lay cables for Online Livestreaming	Livestreaming	Jan.-June 2024	Within Jan.- June 2024	Within Jan.- June 2024	very impressive	Outstanding	
4	Convert Data from SRMS to TOR	Convert Data from SRMS to TOR	Jan.-June 2024	Within Jan.- June 2024	Within Jan.- June 2024	very impressive	Outstanding	
5	Import/Convert Data from SRMS Database to Atteilla ID Database	Import/Convert Data from SRMS Database to Atteilla ID Database	Jan.-June 2024	Within Jan.- June 2024	Within Jan.- June 2024	very impressive	Outstanding	
6	Create new Email User	Create new Email User	Jan.-June 2024	Within Jan.- June 2024	Within Jan.- June 2024	very impressive	Outstanding	
7	Recover Email Password	Recover Email Password	Jan.-June 2024	Within Jan.- June 2024	Within Jan.- June 2024	very impressive	Outstanding	
8	Import VSU Web Assets to the web	Import VSU Web Assets to the web	Jan.-June 2024	Within Jan.- June 2024	Within Jan.- June 2024	very impressive	Outstanding	
9	Configure Internet Proxy Server	Configure Internet Proxy Server	Jan.-June 2024	Within Jan.- June 2024	Within Jan.- June 2024	very impressive	Outstanding	
10	Configure VSU Web Server	Configure VSU Web Server	Jan.-June 2024	Within Jan.- June 2024	Within Jan.- June 2024	very	Outstanding	


TRACKING TOOL FOR MONITORING TARGETS

Norman O. Villas
IT Officer I
ICTMC

Major Final Output/ Performance Indicator	TASK	ASSIGNED TO	DURATION	TASK STATUS				REMARKS
				1 st Week	2 nd Week	3 rd Week	4 th Week	
MF01: Technical Assistance								
Number of technical assistance via phone/Cellphone calls served	Technical Support over Telephone/ Cellphone	NOVillas JGGodoy SOVillagonzalo ICTM Team	January – June, 2024	X	X	X	X	
Number of technical assistance via Instant messaging served	Technical support via IP Messenger/Slack /Email	NOVillas JGGodoy SOVillagonzalo ICTM Team	January – June, 2024	X	X	X	X	
Number of A/V and live streaming	Configure, Lay cables for Online Livestreaming	NOVillas JGGodoy ICTM Team	January – June, 2024	X	X	X	X	
MF02: Systems Administration, Development & Maintenance								
Number of Appends on the development & maintenance of Transcript of records (Registrar)	Convert Data from SRMS to TOR	NOVillas	January – June, 2024	X	X	X	X	
Number of records imported from Enrollment System to ID Database	Import/Convert Data from SRMS Database to Atteilla ID Database	NOVillas	January – June, 2024	X	X	X	X	
Number of VSU Email User Account Appended	Create new Email User	NOVillas	January – June, 2024	X	X	X	X	
Number of VSU Email accounts	Recover Email Password	NOVillas	January – June, 2024	X	X	X	X	
Number of VSU Web Assets Appended	Import VSU Web Assets to the web	NOVillas	January – June, 2024	X	X	X	X	
MF03: Server installation, repair and Maintenance								
Proxy Server installed, configured, updated.	Configure Internet Proxy Server	NOVillas	January – June, 2024	X	X	X	X	
Web Server installed, configured,	Configure VSU Web Server	NOVillas	January –	X	X	X	X	

updated			June, 2024					
VOIP Server installed, configured, updated	Configure VOIP Server	NOVillas	January – June, 2024	X	X	X	X	
Database Server installed, configured, updated	Configured and Maintain Database Server	NOVillas	January – June, 2024	X	X	X	X	
File Server installed, configured, updated	Configure and Maintain File Server	NOVillas	January – June, 2024	X	X	X	X	
MFO4: Data Backup on the following Systems:								
Number of enrollment system database backup.	Backup Enrollment System Database	NOVillas	January – June, 2024	X	X	X	X	
Number of transcript of records database backup	Backup Transcript of Records Database	NOVillas	January – June, 2024	X	X	X	X	
Number of BAOM database backup	Backup BAOM Database	NOVillas	January – June, 2024	X	X	X	X	
MFO5: Seminars and Training								
Number of trainings conducted/facilitated	Conduct User Training	NOVillas MIS Team	January – June, 2024	X	X	X	X	
MFO6: SYSTEMS Development								
Number of Systems Maintained	Maintain Systems	NOVillas MIS Team	January – June, 2024	X	X	X	X	
Number of System Developed	Develop Online Enrollment System, HRIS	NOVillas MIS Team	January – June, 2024	X	X	X	X	

Prepared by:


SEAN O. VILLAGONZALO
 Unit Head