



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **JANSEL JOI C. VILLAS**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.72	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.42
TOTAL NUMERICAL RATING			4.72

TOTAL NUMERICAL RATING: 4.72

Add: Additional Approved Points, if any: 4.72

FINAL NUMERICAL RATING 4.72

ADJECTIVAL RATING: Outstanding

Prepared by:



JANSEL JOI C. VILLAS
Administrative Aide III

Reviewed by:


TONI MARC L. DARGANTES
Head, Planning Office

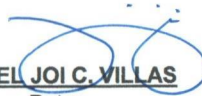

DANIEL LESLIE S. TAN
Director for Planning

Approved by:


DILBERTO O. FERRAREN
Vice President for Planning,
Resource Generation
and Auxiliary Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JANSEL JOI C. VILLAS, of the OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION AND AUXILIARY SERVICES commits to deliver and agreed to be rated on the attainment of the following targets accordance with the indicated measures for the period July - December 2020.


JANSEL JOI C. VILLAS
Ratee

Approved: 
TONI MARC L. DARGANTES
Head of Unit

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UNIV MFO6: GENERAL ADMINISTRATION & SUPPORT SERVICES									
OVPPRGEA MFO 1. Administrative and Support Services Management	PI 1. Efficient and customer-friendly frontline service	Entertain visitors/ clients with zero complaint served	zero complaint	zero complaint	5	5	5	5.00	
	PI 2. Effectively acted administrative/financial documents								
	Number of financial documents prepared and processed (petty cash replenishments, JO Payroll, etc.)	Prepare and process financial documents	10	50	5	5	4	4.67	
	Number of administrative and financial documents prepared and processed (DTR, Leave, Application, Travel Request, Cash Advance, Trip Tickets, RIS, etc.)	Prepare and process administrative/ financial documents on time	10	100	4	5	4	4.33	
	Number of incoming/outgoing documents received and recorded	Receive and record incoming/ outgoing documents for VP's	50	100	5	4	4	4.33	
	Number of communication and other documents filed	File communication and other documents	20	100	5	4	4	4.33	
	Number of communication disseminated thru hard copy, email and IP	Disseminate communication thru hard copy, email and IP	20	100	5	5	4	4.67	
	Number of documents acted as a messenger	Forward documents to next office after VP's	10	100	4	4	5	4.33	

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of calls received	Receive incoming calls	30	100	4	5	4	4.33	
	PI 4. Administrative and Management meetings effectively chaired								
	PI 4.1 Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences								
	Number of meetings/ seminars/ trainings/ workshops/ Orientation & Conferences assisted and serves as a secretariat	Serve as a secretariat	5	10	5	5	5	5.00	
	Number of prepared workshop/training/activity Documents (Notice of Meeting, Attendance Sheet, Training/workshop Materials, venue	Prepare needed documents for Workshop/Training	5	20	5	5	5	5.00	
	Number minutes of the meeting prepared and transcribed	Prepare minutes of the meeting	5	10	5	5	4	4.67	
	Number of certificates prepared and layouted	Prepare certificates of participation and appreciation	5	45	5	5	5	5.00	
	Number of meetings/ seminars/ trainings/ workshops/ Orientation & Conferences Attended	Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences	1	20	5	5	5	5.00	
	PI 5. ISO aligned documents for at least 1 core process								
	Number of records filed and controlled for ISO	Control and file documents	10	100	5	5	4	4.67	
	Number of Quality Records Matrix received and submitted	Receive and submit QRM	2	4	5	5	4	4.67	
	Number of Quality Records Matrix prepared and submitted	Prepare and submit QRM	2	2	5	5	4	4.67	

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OVPPRGEA MFO 2. Planning, Management, and Monitoring Services	PI 1. Proactive submission of university reports/ plans and documents prescribed by DBM, CHED-HEMIS CHECKS, PIPOL-NEDA & VSU Annual Report								
	Number of Physical Report for Operation BAR (Quarterly Accomplishments)	Consolidate BAR Quarterly Report from Higher Education, Advanced Education, Research and Extension	2	2	5	5	5	5.00	
	Percentage of DBM Quarterly Report (BAR) and Physical Plan (BED)	Monitor submission of BAR	4	4	5	5	5	5.00	
	Number of Physical Plan targets for Budget Execution documents (BED 2)	Prepare data for BED	1	1	5	5	5	5.00	
	Number of Annual Report submission monitored	Monitor submission of Annual Report	80	6	5	5	5	5.00	
	PI 2. Efficient Planning and Monitoring Services								
	Number of draft memo prepared and disseminated	Prepares memo and disseminates	2	5	4	5	4	4.33	
	Number of consolidated workshop/training/activity output	Consolidate output from the activity	1	2	5	5	4	4.67	
	Percentage of office followed up for submission	Follow up office for non-submission	85	100	5	4	4	4.33	
	PI 3. Performance Management Team (PMT) Secretariat Services								
	Number of OPCRs (targets and accomplishments) received	Receive and file OPCR for review by	85	100	5	5	5	5.00	
	Number of OPCR evaluated and monitored	Evaluate and Monitor OPCR submission	85	100	5	5	5	5.00	
	Percentage of OPCR filed and sorted	Sort and file OPCR submission	85	100	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Number of office provided a copy of OPCR request	Provide a copy of OPCR to the	5	100	5	5	5	5.00	
	PI 4. Collaborative and regular monitoring of the transparency seal								
	Number of times transparency seal monitored	Regularly monitor VSU transparency seal webpage	5	50	5	5	5	5.00	
	Number of data received for transparency seal posting (all financial documents)	Receive data for posting	1	40	5	5	5	5.00	
	Percentage of data received posted on time	Post data to transparency seal	100	100	4	4	4	4.00	
	PI 5. Promptly provide data needed for VSU budget proposal	Provide data needed for VSU budget proposal	100%	100%	4	4	4	4.00	
OVPPRGEA MFO 5. Other Functions	University Inspectorate Team	Secretariat in the Inspectorate Team	3	3	5	5	5	5.00	
Total Over-all Rating								151.00	

Average Rating	4.72
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.72
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

Training needs: Strengthening office management skills; data gathering and analysis for in management, policy and reporting. Training in Planning and Office Management.

Evaluated & Rated by:


TONI MARC L. DARGANTES
 Head, Planning Office

Date: _____

Recommending Approval:


DANIEL LESLIE S. TAN
 Director for Planning

Date: _____

Approved by:


DILBERTO O. FERRAREN
 VP for PRGAS

Date: _____

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



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2020

Name of Staff: Jansel Joi C. Villas

Position: Administrative Aide III

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		57				

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						
Average Score		4.75				

Overall recommendation : _____



DILBERTO O. FERRAREN
Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JANSEL JOI C. VILLAS**

Performance Rating: **Outstanding**

Aim: Attend trainings and seminars related to job description.

Proposed Interventions to Improve Performance:

Date: January 2, 2021

Target Date: June 30, 2021

First step: Attend trainings on data gathering and analysis for management; policy and report making and other administrative-related trainings.

Result: Strengthened office management skills, data gathering and analysis in management, policy, and reporting.

Date: July 1, 2021

Target Date: December 31, 2021

Next Step: Suggest and facilitate improvements for the office.

Outcome: _____

Final Step/Recommendation: _____

Prepared by:



DILBERTO O. FERRAREN

Vice President for Planning, Resource
Generation & External Affairs

Conforme:



JANSEL JOI C. VILLAS
Administrative Aide III