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	4.78	70%	3.346
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.5
TOTAL NUMERICAL RATING			4.846

TOTAL NUMERICAL RATING: 4.846
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: 4.846

FINAL NUMERICAL RATING   4.846

ADJECTIVAL RATING: 0
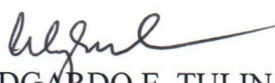
Prepared by:

NORMAN O. VILLAS
Name of Staff

Reviewed by:

SEAN O. VILLAGONZAO
Department/Office Head

Recommending Approval:

REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

I, NORMAN O. VILLAS, of the UNIVERSITY COMPUTER 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 JULY to DECEMBER, 2016.

NORMAN O. VILLAS
Ratee

Approved:

SEAN O. VILLAGONZALO
Head of Unit

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	10	10	5	5	5	5	
	Number of technical assistance via Instant messaging served	Technical support via IP Messenger/Slack/ Email	50	90	5	5	5	5	
	Number of walk-in client technical assistance served	Technilcal Support via walk-in client	20	20	5	5	5	5	
	Number of A/V and live streaming	Configure, Lay cables for Online Livestreaming	6	6	5	5	5	5	
MFO2:Systems Administration, Development & Maintenance	Number of Appends on the development & maintenance of Transcript of records (Registrar)	Convert Data from SRMS to TOR	211	300	5	5	5	5	
	Number of records imported from SRMS to ID Database	Import/Convert Data from SRMS Database to Atteilla ID Database	5,000	6261	5	5	5	5	
	Number of VSU Email User Account Appended	Create new Email User	30	30	5	5	5	5	
	Number of VSU Email accounts	Recover Email Password	30	33	5	5	5	5	

MFO	Performance Indicator	Activity							
	Number of VSU Web Assets Appended	Import VSU Web Assets to the web	25	30	5	5	5	5	
	Number of documents posted for VSU Transparency Seal	Post Documents for transparency seal	50	50	5	5	5	5	
	Number of new articles or news posted in VSU website	Post Articles to VSU website from content writers	40	45	5	5	5	5	
	Number of data compression for the enrollment system	Compact SRMS Database	200	320	5	5	5	5	
	Number of Intranet web appends	Update Intranet Web Page	20	25	5	5	5	5	
MFO3: Server installation, repair and Maintenance	Proxy Server installed, configured, updated.	Configure Internet Proxy Server	3	3	5	5	5	5	
	Web Server installed, configured, updated.	Configure VSU Web Server	3	3	5	5	5	5	
	VOIP Server installed, configured, updated.	Configure VOIP Server	1	2	5	5	5	5	
	Database Server installed, configured, updated.	Configure and Maintain Database Servers	4	4	5	5	5	5	
	File Server installed, configured, updated.	Configure and Maintain File Server	2	2	5	5	5	5	
MFO4: Data Backup on the following Systems:	Number of enrollment system database backup.	Backup Enrollment System Database	200		5	5	5	5	
	Number of transcript of records database backup	Backup Transcript of Records Database	200	320	5	5	5	5	
	Number of BAOM database backup	Backup BAOM Database	320	320	5	5	5	5	
MFO5: Seminars and Training	Number of training s conducted/facilitated	Conduct User Training	3	3	5	5	5	5	
MFO6: SYSTEMS Development	Number of Modules Developed per system	Develop Online Enrollment System	4	4	5	5	5	5	

	110	110	110	110
Total Over-all Rating	4.78	4.78	4.78	4.78

Additional Points:

ADJECTIVAL RATING 　　　　　　　　　　　　　　　　　　　　O

Approved Additional points (with copy of approval)

FINAL RATING 　　　　　　　　　　　　　　　　　　　　　　4.78

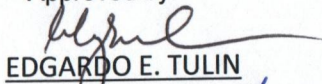Received by:

REDEMPTA L. SORIA
Planning Office

Calibrated by:

PMT

Recommending Approval:

Vice President

Approved by:

EDGARDO E. TULIN
President

Date:_____　　　　Date:_____　　　　　　　　Date:_____　　Date:_____

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: <u>July to December 2016</u>
Name of Staff: <u>NORMAN O. VILLAS</u>   Position: <u>Computer Prog. I</u>

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					
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	⑤	4	3	2	1

	and confidence from subordinates and that of higher superiors					
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	85				
	Average Score	5				

Overall recommendation : _____

SEAN O. VILLAGONZALO

2