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	25%	5.00	1.25
2. Research			
a. Client/Dir. For Research (50%)			
b. Dept. Head/Center Director 50%)		5 x 100% = 5.00	
Total for Research	5%		
3. Extension			
a. Client/Dir. For Extension (50%)			
b. Dept. Head/Center Director 50%)		5 x 100% = 5.00	
Total for Extension	5%		
4. Support to Operations	10%	4.91	.49
5. General Admin & Support Services	60%	4.93	2.958
TOTAL	**100%**		**4.698**

EQUIVALENT NUMERICAL RATING: 4.698
Add: Additional Points, if any: _____
TOTAL NUMERICAL RATING: **4.698**

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

ALELI A. VILLOCINO
Name of Faculty

Approved:

BEATRIZ S. BELONIAS
Vice-Pres. for Academic Affairs

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>ALELI A. VILLOCINO,</u> **Vice President for Student Affairs and Services** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January to December 2022.</u>

∟ July

ALELI A. VILLOCINO
Assoc. Prof. V / VP for Student Affairs and Services
Date: FEB 15 2023

Approved:

EDGARDO E. TULIN
President
Date: FEB 20 2023

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target January-December 2022	Actual Accomplishment July-December 2022	Quality	Eficiency	Timeliness	Average	REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
UMFO 1. ADVANCED EDUCATION SERVICES										
Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned	1.65	1.65	5	5	5	5.00	PHED 206 Administration in PE & PHED 207 Current Trends in PE
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3. Number of students advised on thesis/special problem/dissertation								
		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 consultation purposes	*Entertains students seeking consultation with faculty*	14	14	5	5	5	5.00	Abelardo, Madhelle, Abordo, Aimee, Austero, Julius, Cahucom, April Jane, Danolco, Angelica Mae, Dohinog, Cindy, Elizalde, Nori, Fuentes, Mariane, Gerodias, Algin, Gorne, Gecky Marie, Palo, Izza, Pulta, Stephanie, Vilbar, Lyca Jane
	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*	2	2	5	5	5	5.00	PHED 207 Current Trends in PE & PHED 206 Administration of PE (for blended learning instruction)
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*							
		Supplemental learning resources	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*	6	8	5	5	5	5.00	Wellness & Health Tourism, Innovative Physical Education, Changing Career in PE & Sports, Sports & the Environment, Active Spaces, Technological Applications in PE & Sports, Lifelong Learning Trends in PE, Global Goals for Sustainable Development, Ambisyon Natin 2040
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	8	8	5	5	5	5.00	Class Survey, Rubrics, attendance to webinars related to PE, Sports, Wellness & Recreation, concept paper, project proposal, PhEd Talk, oral exam, oral presentation
		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*							

	A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	2	5	5	5	5.00	PHED 207 Current Trends in PE & PHED 206 Administration of PE (for blended learning instruction in the event a face-to-face class could not be scheduled)
	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	4	5	5	5	5.00	emergency online/virtual class, attendance to webinars, field based practices in active spaces/communities, experiential learning from home

UMFO 2. HIGHER EDUCATION SERVICES

Higher Education Management Services

	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles and teaches courses assigned							
		A10 . Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline							
		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							
		A12 . Number of trainings attended related to instruction	Attend mandated trainings							
		A13 . Number of long examinations administered and checked	Administers and checks long examination for subjects taught							
		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab							
		A15 . Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required							
	PI 8: Number of students advised: *	A16. Number of students advised:	Acts as academic adviserto students							
		A17 . Number of students advised on thesis/ field practice/special problem:								

		As SRC Chairman	Advises, and corrects research outline and thesis/SP manuscript								
		As SRC Member	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 OSDS	4	5	5	5	5	5.00		USSC, USSCF, Varsity Athletes, Girs & Women in Sports, Student Electoral Board, UISB
		A20 . Number of Student organizations assisted on student related activities	Assists student organizations in implementing student related activities	4	5	5	5	5	5.00		USSC, USSCF, Varsity Athletes, Girs & Women in Sports, Student Electoral Board, UISB
	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								
		On-line ready courseware	*Prepares Instructional module/laboratory guide/workbook or a combination thereof*								
		Supplemental learning resourc	*Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught*								
		Assessment tools	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								
	PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:									

		COPC	Prepared documents to support the COPC application	2	2	5	5	5	5.0	Assisted the IHK in preparing the documents for BPED and BCAED Certificate of Program Compliance
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with host training establishments willing to accept student interns	5	10	5	5	5	5.0	DepEd, Unified Internship Program,
		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	5.0	Introduce netiquettes before the start of virtual classes, meetings and allow students to wear facemask and observe social distancing.
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 oroject 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-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		In refereed int'l journals								
		In refereed nat'l/regional journals								
	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 scienfic for a/conferences							
		In int'l fora/conferences								
		In nat'l/regional fora/conferences								
	PI 5. Percent of research proposals approved *	A 31. Percentage of 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							

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	2	5	5	5	5.0	Barangays Pangasugan, Marcos, Guadalupe, Gabas, Ramon Aboitiz Foundation Inc. (continuing)
	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	10	132	5	5	5	5.00	60 CAEd Apprentices, 46, CAEd FS students, 26 Langoy sa Kaluwasan
	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	Implementes duly approved extension projects	1	1	5	5	5	5.00	Langoy sa Kaluwasan Project
	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	95%	100%	5	5	5	5.00	60 CAEd Apprentices, 46, CAEd FS students, 26 Langoy sa Kaluwasan
	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							
	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 (extn. 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 theQMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as process owner	1	1	5	5	5	5.0	VPS -1 Implementation of Student Internship (Local),
	PI 2. Zero percent complaint from clients served	**A 45**. Customerly friendly frontline services	Provides customer friendly frontline services to clients	100%	100%	5	5	5	5.0	Customer/Client Satisfaction Survey Results in 2022 (Customer Feedback Office)
	PI 3. Number of administrative services and financial/ administrative documents acted within time frame		submit reports on time	100%	95%	5	4	4	33 4.30	CHED Report, Audit Report, Institutional Portfolio, AACCUP Area Report, THE Impact Ranking, Student Affairs & Services Report, Admissions 2022 Qualifiers, Quota Per Degree Program AY 2022-2023, Student Internship Report, SAS Continuity Plan, Minutes of Management Review

| | PI. 4 No. of formal/informal linkages with external agencies maintained | | links with external agencies | 5 | 8 | 5 | 5 | 5 | 5.0 | CHEDRO 8, LGU Baybay, Ramon Aboitiz Foundation Inc., UNILAB Foundation, City Health Office, Baybay City Senior High School Baybay City Division, PASUC 8, International Student Co-creation Partnerships in Southeast Asia; Host Training Establishments for Unergraduate Student Internship Program (PCC-Ubay Stock Farm, Javier Diry Buffalo Multiplier Farm, Belen Go Poultry Farm, Philippine Statistics Authority, Coastal Resources and Fisheries Office (CFRMO), City Environment and Natural Resources (CENRO), Herbanext Lab. Inc., Phil. Genome Center - Visayas, DA-Bu. of Plant Industry, DPWH, Latorre Builders and Construction, Baybay City Engineering Office, Makati Development Corporation, Cayacon Structures Corporation, Garcia Group of Companies, Momentum Construction and Development, Premium Megastructure Inc., Santos Land Development, Hero Construction Development, Freshsunny Property and Development Corp., JFAP Construction, Greenplains Construction, B & R Engineering Works and Supplies, Lanoy Construction, Algatuango Construction) |
| | | | | | | | | | | |

	PI 5. No. of council/board/committee assignments served/functions performed		100% attendance of units heads, committee members attended the meeting	15	18	5	5	5	5.0	VEFI Board of Directors, Crisis Management Committee, Performance Monitoring Team, NAPB, APB, UAdCo, ISO Core Team, Program Accreditation, Anniversary committee, CAT Technical Working Group, University Academic Council, VSU CARES, THE SDG Committee, Student Mobility Program Comt, VSU Relief Operations Team, VSU Faculty & Staff Sportsfest Steering Comt, Committee on Decorum & Investigation/ Anti-Sexual Harassment Comt
	PI 6. No. of unit heads/staff meetings presided		100% attendance of unit heads, committee members attended the meeting	5	5	5	5	5	5.0	Regular meetings, emergency meetings, consultation meetings with office heads
		A 48. Other outputs implementing the new normal due to COVID 19	Designs administration/management related activities and other outputs to comply with IATF safety & health guidelines	3	4	5	5	5	5.0	Remote Capability Assessment conducted by the certifying body to assess the organization's capability for second surveillance audit, Online College Admission Test, Blended 4th Internal Quality Audit
	PI 7. Percentage of clients served rated the services received at least very satisfactory or higher.		rated services as very satisfactory or higher	90%	100%	5	5	5	5.0	Customer/Client Satisfaction Survey Results in 2022 (Customer Feedback Office)
	PI 8. Number of quality procedures revised/updated and registered at QAC		review of procedures manual	2	2	5	5	5	5.0	VPS -1 Implementation of Student Internship (Local) and Admission Procedure, Guidelines and Forms, College Admission Test Procedure
	PI 9. Percentage implementation of processes in accordance with existing approved quality procedures.		implements processes according to QP	100%	100%	5	5	4	4.67	Quality Procedures, Guideline and Forms implemented before the Management Review in January 2023

	PI 10. Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor		complies with existing quality procedures	100%	100%	5	5	5	5.0	As presented during the 4th Internal Quality Audit (September - October 2022)
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	4	4.67 4.6	
	PI 2. Number of proposals prepared for the delivery of student affairs & services		Proposals submitted to UAdCO for approval	3	5	5	5	5	5.0	College Admisision Test Qualifiers 2022, Admission Policy & Guidelines for Second Coursers, Status of the Utilization of Dormitories for Midyear Classes, Student Affairs & Services HelpDesk and VSU Second Surveillance Audit Report
	PI 3. Number of proposals prepared for the continual improvement in handling customer feedback.		QMR & CFO presented the Citizen/Client Satisfaction Survey Report to the Performance Monitoring Team and External Audit Team	1	1	5	5	5	5.0	Citizen/client Satisfaction Survey Report 2022
	PI 4. Number of faculty & staff facilitated in the preparation of Online College Admission Test		Presides and coordinates meetings and activities related to online CAT	60	70	5	5	5	5.0	CAT Technical Working Group, University Admissions Committee, Admissions Office, Proctors

	PI 5. number of unit heads/staff meetings presided	presides meetings with unit heads/staff	12	20	5	5	5	5.0	ODS, OSWS, OSDS, OSGA, OCJPS, OSIV, NSTP, University Commons, ICTMC, Web Team, Customer Feedback Office, ISO Core Team, Top Management, Leperchaun Warriors, Committee on Decorum and Investigation, Student Internship/OJT-related meetings, Commencement Exercises, President's Tribute & Recognition Committee, Student On-boarding Committee
	Total Over-all Rating				160	159	157	158.50	
	Average Rating							4.94	
	Adjectival Rating				**Outstanding**				

Average Rating (Total Over-all rating divided by 4)		Comments & Recommendations for Development Purposes
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Evaluated & Rated by:

EDGARDO E. TULIN
Immediate Supervisor
Date: FEB 20 2023

Approved by:

EDGARDO E. TULIN
President
Date: FEB 20 2023

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	• Deliver quality blended learning & instruction to MEd major in Physical Education	August 2022	End of term	December 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 graduate degree program
2	Update ppt, learning materials, strategies in teaching the subject through online/remote learning	• More interactive and creative e-Learning presentation to build an effective learning course.	August 2022	End of term	December 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.	• Objectives & tasks are aligned to course learning outcomes & learning activities.	July – January 2023			impressive	Outstanding	Include opportunities for group, peer and self-assessment

		• Interventions are designed to provide sufficient time for students to comply with the course requirements.				
4	Submit reports and other requirements	• Submission of DTR, accomplishme nt report, grade sheets, committee reports, program report and other documents/re ports assigned by immediate supervisor and other offices/units.	July – December 2022	Very Impressive	Outstanding	
5	Student Consultation	• Advise and coach graduate students/advis ees in preparing for the comprehensiv e examination. • Provide psychosocial support to	August – December 2022	Very impressive	Outstanding	Design a scoring rubric for oral comprehensive exam; integrate psychosocial support and mental health activities every meeting.

		graduate students especially 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.				
6	Consultation with office/unit heads on policies, guidelines, procedures in the operations & management of programs/projects.	• Improved communication, organizational and management performance and decision-making. • culture of team work is built within a newly created office.	July – December 2022	Very impressive	Outstanding	Schedule consultation meetings to units/offices and monitor the compliance of second surveillance audit report.
7	Oversee the operations of units/offices	• Improved delivery of support to interested	July 2022 – onwards	impressive	Outstanding	Work closely with unit/office heads. Review policies & guidelines. Connect with students & other interested parties

	working with the OVPSAS	parties (internal and external) • Empowered and engaged work force.				
8	Facilitate in cascading ISO 9001:2015 as a tool to improve the quality of delivery of services and products	▪ 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/d epartments in preparation for the second surveillance audit.	July 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	▪ Update staff of university guidelines, policies and other university affairs ▪ Empower personnel to actively	July 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.

		participate in meetings and decision making				
10	Endorse staff to attend training, workshops, conferences, webinars	▪ Level up the morale of the staff to be more driven, motivated and inspired to accomplish their tasks/targets	July 2022 – onwards	Very impressive	Outstanding	provide learning continuing professional development activities to guidance counselors & librarians to create more flexible delivery of services.

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

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

Prepared by:

ALELI A. VILLOCINO
Assoc. Prof. V / VP for SAS

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ALELI A. VILLOCINO**

Performance Rating: **July-December 2022**

Aim: 1. To develop and implement various programs and services that focus on the non-academic aspects of the student's life in the university.

2. To create a network with agencies on matters of student welfare and development, student internship program (local and abroad) and other student services.

3. To provide continuing professional development to student affairs and services practitioners.

Proposed Interventions

1. Recommend staff to attend training (in-service, workshops), conferences, executive leadership training, formal and informal development activities education and development activities (formal and informal);
2. Network to develop a cohort of fellow SAS practitioners in the region, both private and government institutions or agencies.
3. Revive the VSU CARES committee.

Date: July 2022

Target Date: November 2022

First Step: Anchor the work plan aligned to the Objectives, Targets & Programs of the OVPSAS and units working with student affairs and services.

Next Step: Conduct consultative meetings with units/offices working with OVPSAS to assess the on-going intervention programs conducted from January 2022 – onwards.

Collaborate with the Office of Student Development and Services, Student Welfare & Services and the Dean of Students to closely connect with students 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.

Result: Responsive student affairs and services and competent, motivated and driven SAS personnel.

Recommendation:

1. Review and finalize the Objectives, Targets & Programs & Action Plans for implementation from July – December 2022 of units/offices working with OVPSAS.

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. Conduct consultative meetings, planning sessions and workshops to design the university's framework in the "integration of mental health programs/activities in the curriculum."

5. Forge linkages/partnerships with SUCs and private universities to create a better system/program in the delivery of student affairs and services.

6. Revisit the Student Hand Book before the year end.

Prepared by:

EDGARDO E. TULIN
President

Conforme:

ALELI A. VILLOCINO
VP for Student Affairs & Services