



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	4.70	70%	3.30
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.67	30%	1.40
TOTAL NUMERICAL RATING			4.70

TOTAL NUMERICAL RATING:

4.70

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING

4.70

ADJECTIVAL RATING:

"O"

Prepared by:

JANSEL JOI C. VILLAS
Name of Staff

Reviewed by:

VICENTE A. GILOS
Department/Office Head

Recommending Approval:

N/A

Dean/Director

Approved:

ALELI A. VILLOCINO
Vice President-Students Affairs
and Services

EXHIBIT B**INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)**

I, **JANSEL JOI C. VILLAS**, of the **UNIVERSITY LEARNING COMMONS (LIBRARY)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JANUARY TO JUNE 2023**.

JANSEL JOI C. VILLAS
Ratee

VICENTE A. GILOS
Vice President

Office of the Vice President for Planning, Resource Generation and Auxiliary Services (January - May 2023)

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
UNIV MFO6: GENERAL ADMINISTRATION & SUPPORT SERVICES									
OVPPRGAS 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					
	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	30	5	5	5	5.00	
	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	20	200	5	5	5	5.00	

Number of incoming/outgoing documents received and recorded	Receive and record incoming/ outgoing documents for VP's action	100	300	5	5	5	5.00	
Number of communication and other documents filed	File communication and other documents	100	200	5	5	5	5.00	
Number of communication disseminated thru hard copy, email and IP	Disseminate communication thru hard copy, email and IP	100	100	5	5	5	5.00	
Number of documents acted as a messenger	Forward documents to next office after VP's action	20	50	5	5	4	4.67	
Percentage of calls received	Receive incoming calls	100%	100%	5	5	5	5.00	
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	3	4	4	5	4.33	
Number of prepared workshop/training/activity Documents (Notice of Meeting, Program of Activities, Attendance Sheet, Training/workshop Materials, venue and food reservation)	Prepare needed documents for Workshop/Training	5	3	4	4	4	4.00	
Number minutes of the meeting prepared and transcribed	Prepare minutes of the meeting	5	3	5	4	5	4.67	
Number of certificates prepared and layouted	Prepare certificates of participation and appreciation	5	5	5	5	5	5.00	

	Number of meetings/ seminars/ trainings/ workshops/ Orientation & Conferences Attended	Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences	10	10	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	50	100	5	5	5	5.00	
	Number of Quality Records Matrix received and submitted	Receive and submit QRM	4	2	4	5	5	4.67	
	Number of Quality Records Matrix prepared and submitted	Prepare and submit QRM	4	2	4	5	5	4.67	
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	3	1	4	5	5	4.67	
	Percentage of DBM Quarterly Report (BAR) and Physical Plan (BED)	Monitor submission of BAR	100%	100%	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	
	Percentage of Annual Report submission monitored	Monitor submission of Annual Report	80%	100%	5	5	5	5.00	
	PI 2. Efficient Planning and Monitoring Services								

[illegible]

University Learning Commons (Library) - March 20 - June 30, 2023

MFO NO.	Success Indicators	Task Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q1	E2	T3	A4	
UMFO 5 Support to Operations									
VSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
LS STO 1 ISO 9001:2015 aligned documents and compliant processes	P1 1. No. of quality procedures prepared, reviewed and/ or revised	Facilitate quality procedures document review for revision	1						To be accomplished on the next rating period
	PI 2. Percentage of 5S implementation at the workplace	Implement 5s at the workstation	90%	95%	5	4	5	4.67	
VSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
LS STO 2 : ARTA aligned compliance and Reporting requirements	P1 2 Citizen's Charter Compliance: a. Citizen/client satisfaction survey report		95% satisfied	95%	4	4	5	4.33	
VSAS MFO LS (for Library Services)									
	PI 7. No. of inventory conducted		1 inventory						To be accomplished on the next rating period
LS 2 Reader's Services	PI 1 No. of clients availed the library facilities, services & resources.								
	a. Number of books processed for check-out and or check in	Process books for check-out and or check in	10 books						To be accomplished on the next rating period
	b. Number of student accounts verified, checked and cleared for clearance	Verified, checked and cleared for clearance purposes	200 student accounts						To be accomplished on the next rating

	purposes								period
LS 4 Programs/Training and Activities	PI 1. Number of activities, meetings, programs attended/assisted/facilitated	Attend/ facilitate activities, meetings/ programs	9 activities, meetings, etc.	5	5	4	5	4.67	ULC Meetings
	PI 2. Number of trainings/ webinars attended/facilitated	Attend/ facilitate trainings/ webinars/ seminars	3 trainings	3	5	4	5	4.67	1. Mental Health Wellness Seminar 2. Social Security Systems Coverage and Information Seminar 3. Financial Wellness by Cocolife
LS 5 Support to Quality Assurance, Program and Institutional Accreditation Services	PI 1. Number of sets of Supporting Documents prepared for AACUP, RQAT, COPC, etc. Survey visits	Prepares and consolidates needed documents	2 Documents	1	4	4	4	4	For COPC 1. List of trainings attended by the Librarians
UMFO 6- GENERAL ADMINISTRATION and SUPPORT SERVICES									
LS GASS 1 Frontline Services	PI. 1 Efficient & customer friendly frontline service: Zero percent complaint from clients served	Entertain visitors/ clients with zero complaint served	0% complaint	0%	5	5	5	5	
LS GASS 2 Admin and Facilitative Services	PI 1. a. Percentage of queries answered and attended (both face-to-face and online)	Querries answered and attended (both face-to-face and online)	95%	95%	5	4	5	4.67	
	b. Percentage of time log appeals, leave applications and work schedules verified and checked as authorized by	Review and check HRIS for log appeals, application for leaves, work shedule, etc.	95%	95%	4	4	5	4.33	

	the Chief Librarian								
	PI 2. a. Number of pertinent documents for administrative/financial matters prepared and processed	Prepared and processed pertinent documents for administrative/financial matters	50 documents	70	5	5	5	5	
	b. Number of notices, attendance sheets and minutes prepared	Prepares notices, attendance sheets and minutes	10	15	4	5	5	4.67	
	c. Number of Office Reports prepared and/or consolidated	Prepares and consolidates reports	2 reports						To be accomplished on the next rating period
	PI 3. Number of committee meetings attended and/or facilitated	Attended/ facilitated committee meetings	5 meetings	3	4	4	5	4.33	1. Core dDRC (3)
	PI 5. Number of PPMP/PR prepared, signed and submitted	Prepare, signed and submitted PPMP/PR thru SPPMIS	1	-					To be accomplished on the next rating period
	PI 8. ISO aligned documents								
	a. Number of records filed and controlled for ISO (DDRC Work)	Sorted and filed controlled documents	100	112	5	4	5	4.67	
	b. Number of ISO related documents prepared and disseminated	Prepared and disseminated ISO related documents	50	29	4	4	4	4	
OTHER TASKED ASSIGNED									
	A. Core dDRC under OVPPRGAS/OVPSAS (Member)								
	a.1 Percentage of monitored and supervised ddrCs	Ensure and monitor proper control of documents	95%	95%	4	4	5	4.33	

	B. Maintaining and updating of the VSU Transparency Seal (Member)								
	b.1 Percentage of posted reports to the VSU Transparency Seal on time	Posting and updating reports to the VSU Transparency Seal	95%	100%	5	5	5	5	
	C. Compliance with quarterly submission of BAR (Member)								
	c.1 Percentage of monitor update for the licensure exam	Monitor and update licensure examination result	95%	95%	4	4	5	4.33	
	D. ADPA (Member)								
	d.1 Percentage of administrative staff requests served	Prepares payroll and posts ADPA Financial Transaction to the Ledger	95%	100%	5	5	5	5	
Total Over-all Rating					77.67				
Average Rating					4.57				
Adjectival Rating					0				

Average Rating (Total Over-all rating divided by 4)	4.70
Additional Points:	
Approved Additional points (with copy of approval)	
FINAL RATING	4.70
ADJECTIVAL RATING	0

Comments & Recommendations for Development Purpose:

Though she is adjusting and learning, she is very diligent and trustworthy.

Evaluated & Rated by:


VICENTE A. GILOS

Dept/Unit Head

Date:

7/24/23

Approved by:


DR. ALELI A. VILLOCINO

VP-Student Affairs and Services

Date:

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average

PERFORMANCE MONITORING FORM

Name of Employee: **JANSEL JOI C. 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	Number of pertinent documents for administrative/financial matters prepared and processed	50	March 2023	June 2023	June 30, 2023	Very impressive	Outstanding	
2	Percentage of time log appeals, leave applications and work schedules verified and checked as authorized by the Chief Librarian	95%	March 2023	June 2023	June 30, 2023	Very impressive	Outstanding	
3	Number of notices, attendance sheets and minutes prepared	10	March 2023	June 2023	June 30, 2023	Very impressive	Outstanding	
4	Number of ISO related documents prepared and disseminated	50	March 2023	June 2023	June 30, 2023	Very impressive	Outstanding	

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

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

Prepared by:


VICENTE A. GILOS
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY - JUNE 2023

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

Position: ADMINISTRATIVE AIDE IV

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					56
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					4.67
Overall recommendation	:				



VICENTE A. GILOS
Printed Name and Signature
Chief Librarian

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JANSEL JOI C. VILLAS**
Performance Rating: JANUARY - JUNE 2023

Aim:

Proposed Interventions to Improve Performance:

Date: March 20, 2023 Target Date: June 2023

First Step:

As new to the team she needs to have knowledge on the basics of Library
Operation. A series of orientation and informal instructions were employed.

Result:

Date: _____ Target Date: _____

Next Step:

An in-dept knowledge on record management principle of filing and disaster
preparedness are needed for her. She will be attending a related Seminar on August
15-17, 2023.


Outcome: _____

Final Step/Recommendation:

Prepared by:


VICENTE A. GILOS
Unit Head

Conforme:


JANSEL JOI C. VILLAS
Name of Ratee Faculty/Staff