



**Annex P**

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

Name of Administrative Staff:

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.82	70%	3.374
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
<b>TOTAL NUMERICAL RATING</b>			<b>4.82</b>

TOTAL NUMERICAL RATING: 4.82

Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING: 4.82


FINAL NUMERICAL RATING 4.82

ADJECTIVAL RATING: Outstanding

Prepared by:

NORBERT JOHN O. VILLAS  
Name of Staff

Approved:

  
ALELI A. VILLOCINO  
Vice President

"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, NORBERT JOHN O. VILLAS, of the OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES commits to deliver and agreed to be rated on the attainment of the following accomplishments accordance with the indicated measures for the period January - December 2024.

NORBERT JOHN O. VILLAS

Ratee

Date: 9/8/2024

Approved:

ALEJ A. VILLOCINO

Head of Unit

Date: 06 SEP 2024

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment (January-June 2024)	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6 <i>General Administration and Support Services</i>									
<u>OVPSAS GASS 1: Administrative and Support Services Management</u>									
	PI 1. Efficient and customer-friendly frontline service	Entertain visitors/clients with zero complaint served	0%	100%	5	5	5	5.00	
	PI 2. Number of involvement in the preparation and review of project/program proposals	Prepare the documents needed in the preparation of project/program proposal	1	1	5	5	5	5.00	Stipend Increase Proposal
	PI 3 Number of research proposal, conducted, and monitored	Monitor status of research implemented	1	1	5	4	4	4.33	Workshop for Research Proposal
	PI 4. Number of prepared reports for submission to external agencies/providers and offices in the university	Prepare reports every after program for submission	1	4	5	5	4	4.67	SIP and CHED Quick Data
	PI 5. Number of participation in the network of researchers, policymakers and practitioners in the areas of student affairs and services	Involvement in the network of researchers and others in the areas of SAS	1	1	5	5	5	5.00	Student Handbook Manual Workshop

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment (January-June 2024)	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI 6. Maintain OVPSAS Social Media account engagement	Regular monitoring and updating of social media account. Respond to client inquiries through messenger of Automated Response through OVPSAS HelpDesk	1	1	5	5	5	5.00	OVPSAS Page
	PI 7 Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences								
	Number of meetings/ seminars/ trainings/ workshops/ Orientation & Conferences assisted and serves as a facilitator	Serve as a facilitator	1	10	5	5	4	4.67	SIP Workshop, Meetings, Conference
	Number of prepared workshop/training/activity Documents	Prepare needed documents for Workshop/Training	1	2	5	5	4	4.67	Student Onboarding & SIP Workshop
	Number of meetings/ seminars/ trainings/ workshops/ Orientation & Conferences Attended	Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences	2	3	5	5	5	5.00	Strategic Planning, BRAM, 5s.
	PI 8 Assistance to the AACUP/ISO accreditation/international university ranking	Gathering of Data/Evidences necessary for Areas, Upload to Google Drive	1	1	5	5	4	4.67	ACCUP Leveling for Graduate Program
<b>Best Practices/ Innovation</b>	Utilization of University Subscriptions to enhance office productivity, effectivity and efficiency	Usage of Google Workspace, Canva and Microsoft 365	2	2	5	5	5	5.00	Google Calendar, Docs, Sheets, Slides, Drive and Cloud Storage for 365



MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment (January-June 2024)	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Total Over-all Rating					55.00	54.00	50.00	53.00	

Average Rating	4.82
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.82
ADJECTIVAL RATING	0

Comments and recommendations for Development Purpose:

Attend technical training pertaining to data analysis, research, photo & video editing, and proposal writing

Evaluated & Rated by:



ALELI A. VILLOCINO

VP for SAS

Date: 06 SEP 2024

Approved by:



ALELI A. VILLOCINO

VP for SAS

Date: 06 SEP 2024

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



**Instrument for Performance Effectiveness of Administrative Staff**

Rating Period: JANUARY – DECEMBER 2024

Name of Staff: NORBERT JOHN O. VILLAS Position: EDUCATION RESEARCH ASST. 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.	<u>5</u>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<u>5</u>	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	<u>5</u>	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<u>5</u>	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	<u>5</u>	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	<u>4</u>	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	<u>4</u>	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	<u>5</u>	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	<u>5</u>	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	<u>5</u>	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<u>5</u>	4	3	2	1
12.	Willing to be trained and developed	<u>5</u>	4	3	2	1
Total Score		58				
<b>B. Leadership &amp; Management (For supervisors only to be rated by higher supervisor)</b>		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		NA				
Average Score		4.83				
Overall recommendation:						

  
**ALELI A. VILLOCINO**  
 Immediate Supervisor

**EMPLOYEE DEVELOPMENT PLAN**

Name of Employee: **NORBERT JOHN O. VILLAS**

Performance Rating: 4.82

Aim: Attend training and seminars related to the job description

Proposed Interventions to Improve Performance:

Date: January 1, 2024

Target Date: September 23, 2024

First step: Attend training on skills enhancement, advanced used of programs application and administrative-related training

Results: Strengthened office management skills, better office outputs, and enhanced student services

Date:

Target Date: September 1, 2024

Next Step: Suggest and facilitate improvement for the office.

Outcome: Increased accomplishment of office targets

Final Step/Recommendation: Assist to create more programs/proposal for SAS

Prepared by:

  
**ALELI A. VILLOCINO**

*Vice President for Student Affairs  
and Services*

Conforme:

  
**NORBERT JOHN O. VILLAS**

*Education Research Assistant I*