



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P


Name of Administrative Staff: **ULDERICO B. ALVIOLA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.93	70%	3.451
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.482
TOTAL NUMERICAL RATING			4.933

TOTAL NUMERICAL RATING: 4.933
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.933

ADJECTIVAL RATING: Outstanding

Prepared by: 
SHEILA MARIE C. LEMOS
Name of Staff

Reviewed by: 
FRANCISCO G. GABUNADA, JR.
Department/Office Head

Approved: 
REMBERTO A. PATINDOL
Vice President

Visayas State University
OFFICE OF THE PRESIDENT

Visca, Baybay City, Leyte

RECEIVED
#48
19 JUN 2020

OP# 223
4/15/20
OP# 236
5/27/20

INDIVIDUAL PERFORMANCE and COMMITMENT REVIEW FORM (IPCR)

I, ULDERICO B. ALVIOLA, OIC of the Information Office, commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 2019.

ULDERICO B. ALVIOLA

Head, Information Office

Date: _____

FRANCISCO G. GABUNADA, JR

Executive Assistant

Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Persons Responsible	Task Assigned	Target		Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
OVPI MFO 1: Advanced Education Services											
1	Graduate Degree Program Management	Total Full-time Teaching Equivalent (FTE)	UBAlviola								
OVPI MFO 2: Higher Education Services											
2	Curricular Program Management Services	Total Full-time Teaching Equivalent (FTE)	UBAlviola	Taught DevC128; DevC 121,	3.00	4.05	5	4	5	4.66	

		PI 8a. Number of students advised									
		On thesis/field practice		As Adviser & SRC Member	5.00	5.00	5	5	5	5.00	
		PI 8b. Number of Student organizations advised/assisted									
		Student organizations advised		AMARANTH	1.00	1.00	5	5	5	5.00	
		Student organizations assisted on student related activities									
		PI 9. Number of Instructional materials developed									
		Revised syllabi		DevC 123, 155, 200A, 200B	1.00	1.00	5	5	5	5.00	
		Revised powerpoint lecture presentation (per course)		DevC 123, 155	1.00	1.00	5	4	5	4.66	
Total Rating for Instruction											
Average Rating for Instruction											
OVPI MFO 3. Research Services											
3	Research Services	PI 2. Number of research outputs presented in regional.national/int'l fora /conferences									

		In institutional fora/conferences		AMIC, ADCEP, PACE, DEVCOM PRAXIS	1.00	1.00	5	5	5	5.00
		PI 3. Number of research projects conducted and/or completed on schedule		Tracer study	3.00	3.00	5	5	5	5.00
OVPI MFO 4: Extension Services										
4	Extension Services	PI 1. Number of person-days trained weighted by length of training		CHED-COD training on IEC materials packaging	5.00	5.00	5	5	5	5.00
		PI 2. Number of beneficiaries served								
		Groups		SUCs/government agencies	3.00	3.00	5	5	5	5.00
		Individuals		Info officers/faculty	5.00	5.00	5	5	5	5.00
UMFO 6										
OPMFO 8 Information and Web Services										
IO MFO 2. Accurate and Timely Information Dissemination (print, web and other media)										
	PI 1: Documentation of university activities/events		UBAlviola	Documentation and publication of VSU and related events and developments	All events and developments documented should be published either on print, web, and other media	100% of all university activities	5	5	5	5.00

	PI 2. Newsletter printing		UBAlviola	Obelisk issues produced	One issue of the Obelisk per month (with at least four articles)					0.00	
			UBAlviola,	Obelisk issues distributed	All key offices, centers, institutes, colleges, departments, units given a copy of the Obelisk every month					0.00	
	Total Over-all Rating						55.00	48.00	55.00	54.32	Comments & Recommendations for Development Purpose: <i>Well done .</i>
Average Rating						5.00	4.80	5.00	4.93		
Adjectival Rating							Outstanding				

Rated by:

FRANCISCO G. GABUNADA, JR.

Executive Assistant

Date: _____

Calibrated by:

REMBERTO A. PATINDOL

VP for Administration and Finance

Date: 2-12-2020

Approved:

EDGARDO E. TULIN

President

Date: _____

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: Ulderico B. Alviola

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	Documentation of university activities.	Number of university activities documented	01 July 2019	31 Dec. 2019	05 Aug 2019 11 Sept. 2019 08 Oct 2019 11 Nov 2019 16 Dec 2019	impressive " " " "	very satisfactory " " " "	
2	Write articles for the Obelisk (university publication)	Number of articles written <i>None</i>						
3	Designation as chairperson in university committees.		01 July 2019	31 Dec. 2019		impressive	very satisfactory	
4	Distribution of Obelisk copies to offices.	Number of copies distributed <i>Not Done</i>						
5								

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

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

Prepared by:

FRANCISCO G. GABUNADA, JR.

Executive Officer



Instrument for Performance Effectiveness of Administrative Staff

Rating Period:

Name of Staff: Ulderico B. Alviola

Position: Administrative Officer 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

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



Total Score	59				
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	25				
Average Score	4.94				

Overall recommendation : _____

FRANCISCO G. GABUNADA, JR.

Printed Name and Signature
Head of Office

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 nd	
	3 rd	
	4 th	

Name of Office: Information Office

Head of Office: ULDERICO B. ALVIOLA

Number of Personnel: 2

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Individual meeting / interaction	July August Sept Oct Nov Dec				Up to date with planned activities
Coaching					
Individual meeting interaction	July August September October November December				Coped well with task-related issues.

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

FRANCISCO G. GABUNADA JR.

Immediate Supervisor

Noted by:

EDGARDO E. TULIN

Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ULDERICO B. ALVIOLA

Performance Rating: July-December 2019

Aim: Improve delivery of services

Proposed Interventions to Improve Performance:

Date: July 1, 2019 Target Date: 16 July 2019

First Step: Prepare Identify needs for improvement.

Result: Needs for improvement presented for discussion.
Identified methods to improve delivery of services,
including resource requirements.

Date: 22 July 2019 Target Date: 01 October 2019

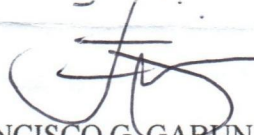
Next Step: Implement identified service delivery improvement
innovations and procure required resources.

Outcome: Service delivery improved.

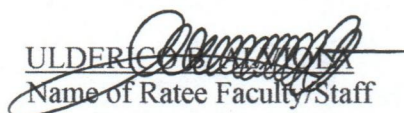
Final Step/Recommendation:

Continue implementing good practices identified.

Prepared by:


FRANCISCO G. GABUNADA, JR.
Unit Head

Conforme:


ULDERICO B. ALVIOLA
Name of Ratee Faculty/Staff