

TO: DW Lom.

01 12423 12/16
12/198 2404
125

Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **Ulderico B. Alviola**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.86	x 70%	3.402
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	x 30%	1.464
TOTAL NUMERICAL RATING			4.866


TOTAL NUMERICAL RATING: **4.86**

Add: Additional Approved Points, if any:

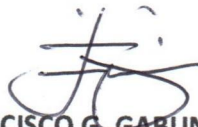
TOTAL NUMERICAL RATING: **4.86**

ADJECTIVAL RATING: **Outstanding**

Prepared by:


ULDERICO B. ALVIOLA
Administrative Officer IV

Reviewed by:


FRANCISCO G. GABUNADA, JR.
Executive Officer

Approved:


EDGARDO E. TULIN
President

Visayas State University
INFORMATION OFFICE

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ULDERICO B. ALVIOLA from the Information Office, committed to deliver and agreed to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period of January to June 2019.




ULDERICO B. ALVIOLA

Ratee

APPROVED:



FRANCISCO G. GABUNADA, JR.

Head of Unit

	MFOs & PAPs	SUCCESS INDICATORS	TASKS ASSIGNED	TARGETS	ACCOMPLISHMENTS	RATING				REMARKS
MFO No.						Quality	Efficiency	Timeliness	Average	
OVPI MFO 1: Advanced Education Services										
1	Graduate Degree Program Management Services	Total Full-time Teaching Equivalent (FTE)								
OVPI MFO 2: Higher Education Services										
2	Curricular Program Management Services	Total Full-time Teaching Equivalent (FTE)	Taught DevC 123, Basic Photography; DevC 155, Video Production, DevC 200a/DevC 200b	10.20	13.00	5.0	5.0	5.0	5.0	
		PI8a. Number of students advised								
		On thesis/ field practice	As Adviser & SRC Member	5.00	12.00	5.0	5.0	5.0	5.0	

Control No. 226

		PI 8b. Number of Student organizations Advised/ Assisted								
		<i>Student organizations advised</i>	AMARANTH	1.00	1.00	5.0	5.0	5.0	5.0	
		<i>Student organizations assisted on student related activities</i>								
		PI 9. Number of instructional materials developed								
		<i>Revised syllabi</i>	DevC 123, 155, 200A, 200B	1.00	2.00	5.0	5.0	5.0	5.0	
		<i>Revised Powerpoint lect. presentation (per course)</i>	DevC 123, 155	1.00	2.00	5.0	5.0	5.0	5.0	
Total Rating for Instruction									24.0	
Average Rating for Instruction									4.8	
OVPI MFO 3: Research Services										
3	Research Services	PI 2. Number of research outputs presented in regional/national/ int'l fora/conferences								
		<i>In institutional fora/conferences</i>	AMIC, ADCEP; PACE; DEVCOM PRAXIS	1.00	4.00	5.0	5.0	5.0	5.0	
		PI 3. Number of research projects conducted and/or completed on schedule	Tracer study	0.00	1.00	5.0	5.0	5.0	5.0	
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	24.00	5.0	5.0	5.0	5.0	
		PI 3. Number of beneficiaries served								
		Groups	SUCs/Govt. Agencies	3.00	5.00	5.0	5.0	5.0	5.0	
		Individuals	Info officers/faculty	5.00	24.00	5.0	5.0	5.0	5.0	
		PI 4. Number of extension projects conducted and/or completed on schedule	With CAFS/ATI/LGU-Baybay	0.00	1.00	5.0	5.0	5.0	5.0	
		PI 7. Amount of extension money generated from external funding (Thousand	With CHED-COD	500,000.00	1,330,000,000.00	5.0	5.0	5.0	5.0	
OVPI MFO 5: Support to Organizations										
5		PI 1. Number of seminars/trainings/conventions/workshops coordinated for entire university								
OVPI MFO 6: General Administration and Support Services										
		Zero percent complaint from clients served	Good rapport to clients	0.00	0.00	5.0	5.0	5.0	5.0	
	NEW INITIATIVES/BEST PRACTICES									
	GOT THE SECOND CHED-COD AWARD FROM CHED WITH PROJECT FUNDING AND A PLAQUE OF RECOGNITION	NATIONAL	ALL DDC FACULTY	500,000.00	1,330,000,000.00	5.0	5.0	5.0	5.0	

	ORGANIZED AND HOSTED THE 3RD REGIONAL DEVCOM PRAXIS IN VSU WITH NWSSU & UEP STUDENTS AND EDUCATORS	REGIONAL	ALL DDC FACULTY & STUDENTS	1.00	1.00	5.0	5.0	5.0	5.0	
	DESIGNATED AS CHAIRPERSONS IN UNIVERSITY STANDING COMMITTEES	INSTITUTIONAL	ALL DDC FACULTY	0.00	3.00	5.0	5.0	4.0	4.7	Coffee table Book, SCUAA, etc.
Total Rating for Administration						24.7				
Average Rating for Admin						4.9				
Total Over-all Rating						4.862				
Adjectival Rating						OUTSTANDING				
Average Rating (Total Over-all rating)					111.83	Comments and Recommendations for Development Purpose: <i>Can benefit from capability development on improving information services.</i>				
Additional points:										
Punctuality										
Approved additional points										
FINAL RATING					4.86					
ADJECTIVAL RATING					OUTSTANDING					

Evaluated and Rated By:

FRANCISCO G. GABUNADA, JR.

Executive Assistant

Date: _____

Recommending Approval:

Date: _____

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				<i>impressive</i>	<i>very satisfactory</i>	
2	Write articles for the Obelisk (university publication)	Number of articles written				<i>impressive</i>	<i>very satisfactory</i>	
3	Designation as chairperson in university committees.					<i>impressive</i>	<i>very satisfactory</i>	
4	Distribution of Obelisk copies to offices.	Number of copies distributed				<i>impressive</i>	<i>very satisfactory</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

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2019

Name of Staff: Ulderico B. Alviola Position: Administrative Officer IV

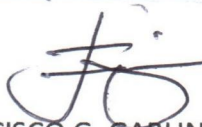
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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	5	4	3	2	1

the assignment is not related to his position but critical towards the attainment of the functions of the university					
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	60				
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	83				
Average Score	4.88				

Overall recommendation : _____


 FRANCISCO G. GABUNADA, JR.
 Executive Officer

PERFORMANCE MONITORING & COACHING JOURNAL

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

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	Jan. 7, 2019 Feb 4, 2019 Mar. 4, 2019 Apr. 8, 2019 May 6, 2019 June 3, 2019				
Coaching	Jan 14, 2019 Feb. 11, 2019 Mar. 11, 2019 Apr. 15, 2019 May 13, 2019 June 10, 2019				

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: January-June 2019

Aim: Improve Develop/improve capability on information services provision

Proposed Interventions to Improve Performance:

Date: _____ Target Date: March 2020

First Step: Attend capability development activities on information service provision.

Result: Formulate plan to improve information services of the office.

Date: _____ Target Date: July 2020

Next Step: Implement information service improvement plans.

Outcome: Improved provision of information services.

Final Step/Recommendation:

Implement improved service provision innovation

Prepared by:

FRANCISCO G. GABUNADA, JR.

Unit Head

Conforme:

ULDERICO B. ALVIOLA

Name of Ratee Faculty/Staff