

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: 4.866
Add: Additional Approved Points, if any:
TOTAL NUMERICAL RATING: 4.866

ADJECTIVAL RATING: Outstanding


Prepared by: Reviewed by:


ULDERICO B. ALVIOLA
Instructor


CHRISTINA A. GABRILLO
Head, DDC

Recommending Approval:


REMBERTO A. PATINDOL
Chairman, PMT

Approved:

EDGARDO E. TULIN
President

Visayas State University

DEPARTMENT OF DEVELOPMENT COMMUNICATION

COLLEGE OF AGRICULTURE AND FOOD SCIENCE

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, ULDERICO B. ALVIOLA from the Department of Development Communication, 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, 2017.


ULDERICO B. ALVIOLA
Ratee

APPROVED:

CHRISTINA A. GABRILLO
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	9.14	13.05	5.0	5.0	5.0	5.0	

		Number of faculty rooms cleaned daily	Daily cleaning		7.00	5.0	5.0	5.0	5.0	5.0	
		Zero percent complaint from clients served	Good rapport to clients	0.00	0.00	5.0	5.0	5.0	5.0	5.0	100% no complaint
Total Over-all Rating						24.667					
Adjectival Rating						4.933					
						OUTSTANDING					


Average Rating (Total Over-all rating	24.67
Additional points:	
Punctuality	
Approved additional points	
FINAL RATING	4.93
ADJECTIVAL RATING	OUTSTANDING

Received by:

Calibrated by:

Recommending Approval:

Approved:




Planning Officer
Date:

for:


REMBERTO A. PATINDOL
Chairman, PMT
Date:



BEATRIZ S. BELONIAS
Vice Pres for Instruction
Date:



EDGARDO E. TULIN
President
Date:

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2017
 Name of Staff: Ulderico B. Alviola Position: Instructor

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	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 : _____



CHRISTINA A. GABRILLO
Head, DDC

EMPLOYEE DEVELOPMENT PLAN

Name of Employee ULDERICO B. ALVIOLA

Performance Rating: OUTSTANDING

Aim: To become a better faculty member at DDC.

Proposed Interventions to Improve Performance:

Date: December 4, 2017 Target Date: December 2018

First Step: Purchase Additional Equipment for Production of DevCom IEC Outputs.

Result: Better learning among students and hands-on training for them.

Date: December 04, 2017 Target Date: July 2018

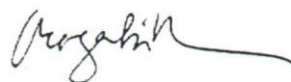
Next Step: Finish my Doctoral Degree at UPLB.

Outcome: Professional Advancement.

Final Step/Recommendation:

New Research Opportunities.

Prepared by:



CHRISTINA A. GABRILLO

DDC Head