

**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	4.92	x 70%	3.444
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	x 30%	1.464
<b>TOTAL NUMERICAL RATING</b>			<b>4.908</b>

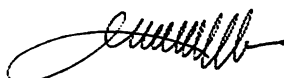
TOTAL NUMERICAL RATING: **4.90**

Add: Additional Approved Points, if any:

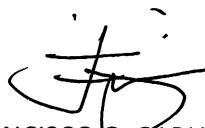
TOTAL NUMERICAL RATING: **4.90**ADJECTIVAL RATING: **Outstanding**

Prepared by:

Reviewed by:

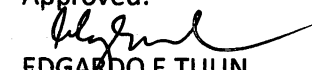


ULDERICO B. ALVIOLA  
Administrative Officer IV



FRANCISCO G. GABUNADA, JR.  
Executive Officer

Approved:

  
 EDGARDO E. TULIN  
 President

04/12/18  
M 7/18

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, a faculty of 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 2018.

  
**ULDERICO B. ALVIOLA**  
Ratee

APPROVED:   
**FRANCISCO G. GABUNADA, JR.**  
Executive Officer

	MFOs & PAPs	SUCCESS INDICATORS	TASKS ASSIGNED	TARGETS	ACCOMPLISHMENTS	RATING				REMARKS
MFO No.						Quality	Efficiency	Timeliness	Average	
OVPI MFO 1: Advanced Education										
1	Graduate Degree Program Management	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 151 AND HE IN MEDIA INFORMATION LITERACY FOR SENIOR HIGH SCHOOL	18.25	14.60	5.0	5.0	4.0	4.7	

		<b>PI 8a.</b> Number of students advised								
		<i>On thesis/ field practice</i>	As Adviser & SRC Member	5.00	12.00	5.0	5.0	5.0	5.0	
		<b>PI 8b.</b> Number of Student organizations Advised/ Assisted								
		<i>Student organizations advised</i>								
		<i>Student organizations assisted on student related activities</i>	DORM, UISB	1.00	2.00	5.0	5.0	4.0	4.7	
		<b>PI 9.</b> Number of instructional materials developed								
		<i>Revised syllabi</i>	DevC 151	1.00	4.00	5.0	5.0	4.0	4.7	
		<i>Revised Powerpoint lect. presentation (per course)</i>	DevC 155	1.00	2.00	5.0	5.0	4.0	4.7	
<b>Total Rating for Instruction</b>										
<b>Average Rating for Instruction</b>										
<b>OVPI MFO 3: Research Services</b>										
<b>3</b>	Research Services	<b>PI 2.</b> Number of research outputs presented in regional/national/ int'l fora/conferences								
		<i>In institutional fora/conferences</i>	AMIC, PACE, ADCEP,	1.00	4.00	5.0	5.0	4.0	4.7	

		<b>PI 3.</b> Number of research projects conducted and/or completed on schedule								
<b>OVPI MFO 4: Extension Services</b>										
4	Extension Services	<b>PI 1.</b> Number of person-days trained weighted by length of training	To serve as resource person/paper presenter in trainings/seminar-workshops	50.00	100.00	5.0	5.0	5.0	5.0	
		<b>PI 3.</b> Number of beneficiaries served								
		<i>Groups</i>	SUCs/Govt. Agencies	1.00	1.00	5.0	5.0	5.0	5.0	
		<i>Individuals</i>	Info officers/faculty	20.00	250.00	5.0	5.0	5.0	5.0	
		<b>PI 4.</b> Number of extension projects conducted and/or completed on schedule	To spearhead in the conduct of at least one extension activity/project	1.00	1.00	5.0	5.0	5.0	5.0	
		<b>PI 7.</b> Amount of extension money generated from external funding	With CHED-COD		1,330,000.00	5.0	5.0	5.0	5.0	
<b>OVPI MFO 5: Support to Organizations</b>										
5		<b>PI 1.</b> Number of seminars/trainings/conventions/workshops coordinated for entire university								
<b>OVPI MFO 6: General Administration and Support</b>										
		Zero percent complaint from clients served	Good rapport to clients	0.00		5.0	5.0	5.0	5.0	



	<b>NEW INITIATIVES/BEST PRACTICES</b>					5.0	5.0	5.0	5.0	
	SIGNED THE MOA AND RECEIVED THE MONEY FROM THE 2ND CHED-COD FUNDS TO IMPLEMENT THE	NATIONAL	UBALVIOLA	800,000.00	1,330,000.00	5.0	5.0	5.0	5.0	
	REACCREDITED WITH THE BSDC PROGRAM AS AACUP LEVEL 3 PHASE 2	NATIONAL	UBALVIOLA	1.00	1.00	5.0	5.0	5.0	5.0	
	ACCREDITED BY CHED AS RQAT COPC COMPLIANT	REGIONAL	UBALVIOLA	1.00	1.00	5.0	5.0	5.0	5.0	
	ORGANIZED AND HOSTED THE 2018 RTSPC CONFERENCE	REGIONAL	UBALVIOLA	1.00	1.00	5.0	5.0	5.0	5.0	
	DESIGNATED AS CHAIRPERSON & EMCEE IN UNIVERSITY STANDING	INSTITUTIONAL	UBALVIOLA	30.00	50.00	5.0	5.0	5.0	5.0	
	CONDUCTED OUR TEAM BUILDING ACTIVITY WITH OBEDIZED SYLLABI AS OUTPUTS	DEPARTMENTAL	UBALVIOLA	1.00	1.00	5.0	5.0	5.0	5.0	



8/11/2466  
17/10

	STRENGTHENED LINKAGES WITH UPLB CDC & SUCS OFFERING DEVCOM	NATIONAL, REGIONAL	UBALVIOLA	10.00	20.00	5.0	5.0	5.0	5.0	
<b>Total Rating for Administration</b>										
<b>Average Rating for Admin</b>										
						<b>98.33</b>				
<b>Total Over-all Rating</b>						<b>4.92</b>				
<b>Adjectival Rating</b>						<b>OUTSTANDING</b>				
<b>Average Rating (Total Over-all)</b>				<b>98.33</b>	<b>Comments and Recommendations for Development Purpose</b> Usually maintains a competent and professional demeanor in dealing with clients and the public.					
<b>Additional points:</b>										
Punctuality										
Approved additional points										
<b>FINAL RATING</b>				<b>4.92</b>						
<b>ADJECTIVAL RATING</b>				<b>0</b>						

Evaluated/Rated By:

FRANCISCO G. GABUNADA, JR.

Executive Officer

Date: \_\_\_\_\_

Calibrated by:

FRANCISCO G. GABUNADA, JR.

Executive Officer

Date: \_\_\_\_\_

Approved:

EDGARDO E. TULIN

President

Date: \_\_\_\_\_

## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

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

**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.	<input type="radio"/>	4	3	2	1
2.	Makes self-available to clients even beyond official time	<input type="radio"/>	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	<input type="radio"/>	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<input type="radio"/>	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	<input type="radio"/>	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	<input checked="" type="radio"/>	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	<input checked="" type="radio"/>	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	<input type="radio"/>	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if	<input type="radio"/>	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>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	83				
Average Score	4.88				

Overall recommendation : \_\_\_\_\_

  
 FRANCISCO G. GABUNADA, JR.  
 Executive Assistant



## PERFORMANCE MONITORING & COACHING JOURNAL

	1st	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	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 <i>Operation of office</i>	<i>April 17, 2018</i>				
Coaching <i>Office protocols and set-up</i>	<i>April 19, 2018</i>				

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

## 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	Edit and publish news articles for the Obelisk (print newsletter version).	Number of articles edited and published in the Obelisk (print newsletter version)	January 2018	December 2018		<i>Impressive</i>	<i>Very Satisfactory</i>	
2	Edit and publish news articles for the Obelisk (online newsletter version).	Number of articles edited and published in the Obelisk (online newsletter version)	January 2018	December 2018		<i>Impressive</i>	<i>Very Satisfactory</i>	
3	Make statements, messages and public service announcements on behalf of the VSU President.	Number of statements, messages and public announcements made	January 2018	December 2018		<i>Impressive</i>	<i>Very Satisfactory</i>	
4	Manage the the Day-to-Day operations of the Information Office.	Number of staff being managed and their respective accomplishments	January 2018	December 2018		<i>Impressive</i>	<i>Very Satisfactory</i>	

5	Produce videos and multimedia materials for the Office of the President.	Number of videos and multimedia materials produced.	January 2018	December 2018		<i>Impressive</i>	<i>Very Satisfactory</i>
6	Design and produce tarpaulins, leaflets, posters and other communication materials for the Office of the President.	Number of tarpaulins, leaflets, posters and other communication materials produced	January 2018	December 2018		<i>Impressive</i>	<i>Very Satisfactory</i>
7	Plan, prepare and deliver lessons and instructional materials that facilitate active learning for DevC 140 (Communication and Culture), DevC 136 (Publications Writing and Editing), DevC 147 (Advanced Development Writing) and DevC 125 (Introduction to Media Writing).	Number of students who accomplished the requirements of the subjects	January 2018	December 2018		<i>Impressive</i>	<i>Very Satisfactory</i>
8	Advise undergraduate theses.	Number of students advised with approved thesis outlines	August 2018	December 2018		<i>Impressive</i>	<i>Very Satisfactory</i>
9	Engage in research and extension projects initiated by the Department of Development Communication	Number of research projects accomplished	January 2018	December 2018		<i>Impressive</i>	<i>Very Satisfactory</i>



10	Advise and manage a student dormitory, the Mabolo Men's Home	Number of student occupants being managed	January 2018	December 2018				
11	Advise the University Interdorm Student Body (UIB).	Number of activities (i.e. meetings, events, and general assemblies, among others) conducted	January 2018	December 2018				

\* Either Very Impressive, Impressive, Needs Improvement, Poor, Very Poor

\*\* Outstanding, Very Satisfactory, Satisfactory, Unsatisfactory, Poor

Prepared by:

  
**PROF. FRANCISCO GABUNADA, JR.**  
 VSU Executive Officer

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ULDERICO B. ALVIOLA

Performance Rating: January-June 2018

Aim: Orient staff as OIC of the office.

Proposed Interventions to Improve Performance: Familiarize staff on job as office head.

Date: April 17, 2018

Target Date: April 17, 2018

First Step: Ask staff on what he knows about the operation.

Agree on what his responsibilities and mode involved.

Result: Staff ~~and~~ provided input and came up with agreement  
on ~~how~~ to office protocol and responsibilities

Date: April 19, 2018 Target Date: April 19, 2018

Next Step: Monitor and get feedback on the operation and  
performance of previously agreed responsibilities and protocols.

Outcome: Staff has adjusted well to the job as office head.

Final Step/Recommendation:

Continue monitoring

Prepared by:

  
**FRANCISCO GABUNADA, JR.**  
Unit Head

Conforme

  
**ULDERICO B. ALVIOLA**

Name of Ratee Faculty/Staff