

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFFName 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

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I, **ULDERICO B. ALVIOLA**, a faculty of the Department of Development Communication, am 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 July to December 2018.


ULDERICO B. ALVIOLA

10

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 131, Communication Campaigns & Programs; DevC 155, Video Production, DevC 121, DevC 200	10.20	12.75	5.0	5.0	5.0	5.0	
		PI 8a. Number of students advised								
		<i>On thesis/ field practice</i>	As Adviser & SRC Member	5.00	12.00	5.0	5.0	4.0	4.7	
		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	4.0	4.7	
		<i>Revised Powerpoint lect. presentation (per course)</i>	DevC 123, 155	1.00	2.00	5.0	5.0	4.0	4.7	
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	4.0	4.0	4.3	
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								
		<i>Groups</i>	SUCs/Govt. Agencies	3.00	5.00	5.0	5.0	5.0	5.0	
		<i>Individuals</i>	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										

		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	100% no complain
	NEW INITIATIVES/BEST PRACTICES					5.0	5.0	5.0	5.0	
	GOT THE SECOND CHED- COD AWARD FROM CHED WITH PROJECT FUNDING AND A PLAQUE OF RECOGNITION	NATIONAL	ALL DDC FACULTY	500,000.00	1,330,000.00	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

					111.833	
Total Over-all Rating					4.862	
Adjectival Rating					OUTSTANDING	

Average Rating (Total Over-all rating)			111.83
Additional points:			
Punctuality			
Approved additional points			
FINAL RATING			4.86
ADJECTIVAL RATING			OUTSTANDING

Received by:

Calibrated by:

Recommending Approval:

Approved:

PRPEO

Date: _____

REMBERTO A. PATINDOL

Chair, 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: July to December 2018

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

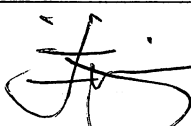
Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

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 <i>(both for subordinates and supervisors)</i>		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 type="radio"/>	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	<input 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	4	3	2	1	
11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	4	3	2	1	
12. Willing to be trained and developed	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	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.	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.	4	3	2	1	
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	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	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
	2 nd	
	3 rd	
	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	July 24, 2018 Aug 14, 2018 Sept. 10, 2018 Oct. 8, 2018 Nov. 12, 2018	Interaction to check on accomplishments and problems in relation to the plane.			
Coaching	July 24, 2018 Aug. 15, 2018 Sept. 11, 2018 Oct. 9, 2018 Nov. 13, 2018	Provide advise on how to assure attainment of plane.			

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 (onlinenewsletter 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>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		<i>Impressive</i>	<i>Very Satisfactory</i>	
11	Advise the University Interdorm Student Body (UISB).	Number of activities (i.e. meetings, events, and general assemblies, among others) conducted	January 2018	December 2018		<i>Impressive</i>	<i>Very Satisfactory</i>	

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

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

Prepared by:


PROF. FRANCISCO GABUNADA, JR.
 VSU Executive Officer

CPA 6328
6/27/19

Exhibit L



EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ULDERICO B. ALVIOLA

Performance Rating: July-December 2018

Aim: Improve performance of office

Proposed Interventions to Improve Performance: Intensify/improve coordination with VSCU Web Team

Date: March 2019 Target Date: March 4, 2019

First Step: Meet with Web Team to discuss points of coordination/cooperation.

Result: Identified points for coordination/cooperation

Date: June, 2019 Target Date: June 5, 2019

Next Step: Discuss with web team how to identify roles and responsibilities that can be shared with web team.

Outcome: Roles and responsibilities identified.

Final Step/Recommendation:

Implement agreed roles and responsibilities.

Prepared by:

FRANCISCO G. GABUNADA, JR.

Unit Head

Conformer:

ULDERICO B. ALVIOLA
Name of Ratee Faculty/Staff