



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

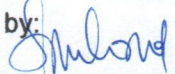
Name of Administrative Staff: **ULDERICO B. ALVIOLA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.54	70%	3.178
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.64	30%	1.392
<b>TOTAL NUMERICAL RATING</b>			<b>4.57</b>

TOTAL NUMERICAL RATING: 4.57  
Add: Additional Approved Points, if any: \_\_\_\_\_  
TOTAL NUMERICAL RATING: \_\_\_\_\_

FINAL NUMERICAL RATING 4.57

ADJECTIVAL RATING: Outstanding

Prepared by:   
**SHEILA MARIE C. LEMOS**  
Name of Staff

Reviewed by:   
**SANTIAGO T. PEÑA, JR**  
Department/Office Head

Approved:   
**REMBERTO A. PATINDOL**  
Vice President

Visayas State University  
OFFICE OF THE PRESIDENT

Visca, Baybay City, Leyte

**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 January to June 2020.

**ULDERICO B. ALVIOLA**

Head, Information Office

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

**SANTIAGO T. PEÑA, JR.**

Executive Assistant

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

MFO No.	MFO Description	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	Actual Accomplishment	Rating				Remark
							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	5	4	4.66	



		<b>PI 8a.</b> Number of students advised									
		On thesis/field practice		As Adviser & SRC Member	5.00	5.00	5	4	4	4.33	
		<b>PI 8b.</b> Number of Student organizations advised/assisted									
		Student organizations advised		AMARANTH	1.00	1.00	5	4	4	4.33	
		Student organizations assisted on student related activities									
		<b>PI 9.</b> Number of Instructional materials developed									
		Revised syllabi		DevC 123, 155, 200A, 200B	1.00	1.00	4	4	4	4.00	
		Revised powerpoint lecture presentation (per course)		DevC 123, 155	1.00	1.00	4	5	4	4.66	
Total Rating for Instruction											
Average Rating for Instruction											
<b>OVPI MFO 3. Research Services</b>											
3	<b>Research Services</b>	<b>PI 2.</b> 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	4	4.66
		PI 3. Number of research projects conducted and/or completed on schedule		Tracer study	3.00	3.00	5	5	4	4.66
<b>OVPI MFO 4: Extension Services</b>										
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	4	4.66
		PI 2. Number of beneficiaries served								
		Groups		SUCs/government agencies	3.00	3.00	5	5	4	4.66
		Individuals		Info officers/faculty	5.00	5.00	5	5	4	4.66
<b>UMFO 6</b>										
<b>OPMFO 8 Information and Web Services</b>										
<b>IO MFO 2. Accurate and Timely Information Dissemination (print, web and other media)</b>										
	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) produced					0.00	
			UBAlviola,	Obelisk issues distributed	All key offices, centers, institutes, colleges, departments, units given a copy of the Obelisk every month					0.00	
											Comments & Recommendations for Development Purpose: <i>Not at all satisfied with the good work for printing printing of the Obelisk</i>
	Total Over-all Rating						53.00	52.00	45.00	50.28	
Average Rating						4.81	4.72	4.09	4.54		
Adjectival Rating							Very Satisfactory				

Rated by:

**SANTIAGO T. PEÑA, JR.**

Executive Assistant

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

Calibrated by:

**REMBERTO A. PATINDOL**

VP for Administration and Finance

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	First week of the month.	Third week of the month.	Last week of the month.	Very Impressive	Outstanding	
2	Write articles for the Obelisk (university publication)	Number of articles written	First week of the month.	Third week of the month.	Last week of the month.	Very Impressive	Outstanding	
3	Designation as chairperson in university committees.		First week of the month	Third week of the month	Last week of the month	Very Impressive	Outstanding	
4	Distribution of Obelisk copies to offices.	Number of copies distributed	First month of every quarter.	Quarterly	End of the year	Needs Improvement	Satisfactory	Delayed printing due to supply processing
5								

\* Either very impressive, impressive, needs improvement, poor, very poor  
 \*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:

SANTIAGO J. PEÑA, JR.  
 Executive Officer



## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2020

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:**  
**Mission:**

A globally competitive university for science, technology, and environmental conservation.  
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



Total Score		57				
B. Leadership & Management ( <i>For supervisors only to be rated by higher supervisor</i> )		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		22				
Average Score		4.64				

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

  
**SANTIAGO PEÑA, JR**  
 Executive Assistant



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ULDERICO B. ALVIOLA

Performance Rating: January-June 2020

Aim: Improve on-time distribution of Obelisk (printed)

Proposed Interventions to Improve Performance:

Date: April 21, 2020 Target Date: June 11, 2020

First Step:

Early processing of purchase request, canvassing  
and purchase order

Result:

Still in progress.

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

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

Next Step:

Outcome: \_\_\_\_\_

Final Step/Recommendation:

meet with supply office to find ways for on-time  
printing and distribution of printed Obelisk.

Prepared by:

SANTIAGO PEÑA, JR  
Executive Assistant

Conforme: 

ULDERICO B. ALVIOLA  
Name of Ratee Faculty/Staff