



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

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

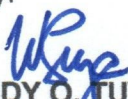
Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.56	70%	3.192
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.64

TOTAL NUMERICAL RATING: 4.64
Add: Additional Approved Points, if any: 0.00
TOTAL NUMERICAL RATING: 4.64


FINAL NUMERICAL RATING 4.64

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by:


WINDY O. TUYAN
Name of Staff

Reviewed by:


ULDERICO B. ALVIOLA
Department/Office Head

Recommending Approval:


ALLEN GLENNIE P. LAMBERT
Executive Assistant

Approved:


DANIEL LESLIE S. TAN
Chairman, PMT

Visayas State University
OFFICE OF THE PRESIDENT

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE and COMMITMENT REVIEW FORM (IPCR)

I, **ULDERICO B. ALVIOLA**, Head 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 **July to December 2021**

ULDERICO B. ALVIOLA

Head, Information Office

Date: _____

ALLEN GLENNIE P. LAMBERT

Executive Secretary

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	Handles subjects/courses assigned	6.36	15.35	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	5	5	5.00	

		PI 8b. Number of Student organizations advised/assisted									
		Student organizations advised									
		Student organizations assisted on student related activities		DORM, UISB	1.00	2.00	5	5	5	5.00	
		PI 9. Number of Instructional materials developed									
		Revised syllabi		Handles subjects/courses assigned	1.00	3.00	5	5	5	5.00	
		Revised powerpoint lecture presentation (per course)		Handles subjects/courses assigned	1.00	3.00	5	5	5	5.00	
Total Rating for Instruction											
Average Rating for Instruction											
OVPI MFO 3. Research Services											
3	Research Services	PI 2. Number of research outputs presented in regional.national/int'l fora /conferences									
		In institutional fora/conferences		AMIC, PACE, ADCEP	1.00	3.00	5	5	5	5.00	
OVPI MFO 4: Extension Services											

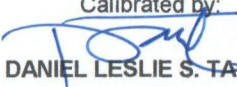
4	Extension Services	PI 1. Number of person-days trained weighted by length of training		To serve as resource person/paper presenter in trainings/seminar workshop	50.00	100.00	5	5	5	5.00	
		PI 2. Number of beneficiaries served									
		Groups		SUCs/government agencies	1.00	2.00	5	5	5	5.00	
		Individuals		Info officers/faculty	20.00	40.00	5	5	5	5.00	
		PI 3. 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	5	4	4.67	
UMFO 6											
OPMFO 8 Information and Web Services											
IO MFO 2: Accurate and Timely Information Dissemination (print, web and other media)											
	PI 1: Documentation of university activities/events	UBA/VIOLA	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	UBA/VIOLA	Obelisk issues produced	One issue of the Obelisk per month (with at least four articles) produced					0.00		

			UBA/ viola,	Obelisk issues distributed	All key offices, centers, institutes, colleges, departments, units given a copy of the Obelisk every month					0.00	
Total Over-all Rating							55.00	55.00	54.00	54.67	Comments & Recommendations for Development Purpose:
Average Rating							4.23	4.72	4.09	4.56	
Adjectival Rating							Outstanding				

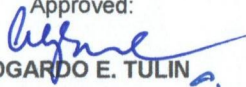
Rated by:


ALLEN GLENNIE P. LAMBERT
 Executive Secretary
 Date: _____

Calibrated by:


DANIEL LESLIE S. TAN
 Chairman, PMT
 Date: _____

Approved:


EDGARDO E. TULIN
 President
 Date: _____

PERFORMANCE MONITORING FORM
July to December 2021

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 publications)	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:


ALLEN GLENNIE P. LAMBERT
 Executive Secretary



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2021

Name of Staff: Ulderico B. Alviola Position: Head


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	5	4	3	2	1

improvement of his work accomplishment					
12. Willing to be trained and developed	5	4	3	2	1
Score	Total				
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	58				
Average Score	4.83				

Overall recommendation : _____


ALLEN GLENNIE P. LAMBERT
 Executive Assistant

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ULDERICO B. ALVIOLA

Performance Rating: July-December 2021

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

Proposed Interventions to Improve Performance:

Date: July 21, 2021

Target Date: December 11, 2021

First Steps:

Early processing of purchase request, canvassing and purchase order

Results:

Still in progress.

Date: _____

Target Date: _____

Next Step:

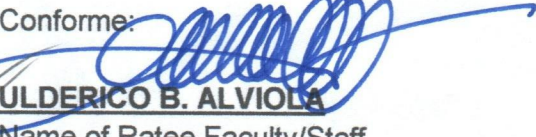
Outcome:

Final Step/Recommendation:

Meet with supply office to find ways for on-time printing and distribution of printed obelisk

Prepared by:

ALLEN GLENNIE P. LAMBERT
Executive Assistant

Conforme: 
ULDERICO B. ALVIOLA
Name of Ratee Faculty/Staff