



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 | 4.94 | 70% | 3.458 |
| 2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments | 4.83 | 30% | 1.449 |
| TOTAL NUMERICAL RATING | | | 4.90 |

TOTAL NUMERICAL RATING: 4.90
Add: Additional Approved Points, if any: 0.0
TOTAL NUMERICAL RATING: 4.90

FINAL NUMERICAL RATING 4.90

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by: 
WINDY O. TUYAN
Name of Staff

Reviewed by: 
ULDERICO B. ALVIOLA
Department/Office Head

Recommending Approval:

Approved:

Dean/Director

ALLEN GLENNIE P. LAMBERT
Executive Secretary

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 **University Integrated Information Center**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July to December 2022**.

ULDERICO B. ALVIOLA
Head, University Integrated Information Center
Date: January 15, 2023

ALLEN GLENNIE P. LAMBERT
Executive Secretary
Date: January 16, 2023

| MFO No. | MFO Description | Success Indicator (SI) | Persons Responsible | Task Assigned | Target | | Rating | | | | Remark |
|-----------------------------------------|----------------------------------------|-------------------------------------------|---------------------|------------------------------------|--------|-----------------------|---------|------------|------------|---------|----------------------|
| | | | | | | Actual Accomplishment | 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/course s assigned | 7.20 | 14.30 | 5.0 | 5.0 | 4.0 | 5.0 | DevC 128n, DevC 143n |
| | | <u>PI8a.</u> Number of students advised | | As Adviser & SRC Member | | | | | | | |
| | | On thesis/field practice | | | 2.00 | 7.00 | 5.0 | 5.0 | 5.0 | 5.00 | DevC 200 |

| | | | | | | | | | | | |
|---------------------------------------|--------------------------|------------------------------------------------------------------------------------------------|--|------------------------------------|------|-------|-----|-----|-----|------|-------------------------------|
| | | PI 8b. Number of Student organizations advised/assisted | | | | | | | | | |
| | | Student organizations advised | | | | | | | | | |
| | | Student organizations assisted on student related activities | | DORM, UISB | 1.00 | 2.00 | 5.0 | 5.0 | 5.0 | 5.00 | DORM, UISB |
| | | PI 9. Number of Instructional materials developed | | | | | | | | | |
| | | Revised syllabi | | Handles subjects/course s assigned | 1.00 | 2.00 | 5.0 | 5.0 | 5.0 | 5.00 | DevC 128n, DevC 143n |
| | | Revised powerpoint lecture presentation (per course) | | Handles subjects/course s assigned | 1.00 | 10.00 | 5.0 | 5.0 | 5.0 | 5.00 | DevC 128n, DevC 143n |
| 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 | | | 1.00 | 3.00 | 5.0 | 5.0 | 5.0 | 5.00 | AMIC, PACE, ADCEP , FRAMEWork |
| | | | | | | | | | | | |
| 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 | | | | | | | | |
| | | PI 2. Number of beneficiaries served | | | | | | | | | | |
| | | Groups | | SUCs/government agencies | | | | | | | | |
| | | Individuals | | Info officers/faculty | | | | | | | | |
| | | PI 3. Number of extension projects conducted and/or completed on schedule | | To spearhead in the conduct of at least one extension activity/project | | | | | | | | |
| UMFO 6 | | | | | | | | | | | | |
| OPMFO 8 Information and Web Services | | | | | | | | | | | | |
| IO MFO 2: Accurate and Timely Information Dissemination (print, web and other media) | | | | | | | | | | | | |
| | PI 1: Obelisk Stories published on the VSU website | UBAlviola, | | 120 stories or 30 stories/quarter | 59 Stories or 30 stories/quarter | 5.0 | 5.0 | 5.0 | 5.00 | | | |
| | PI 2. Obelisk Quarterly Newsletter Layouted | UBAlviola, | | Q1 by April 2022 Q2 by July 2022 Q3 by November 2022 | done | 5.0 | 4.0 | 4.0 | 4.33 | | | |
| | PI 3: Provide 2nd Semester 2021-2022 enrollment page developed | UBAlviola | | 1 page during the enrollment period in February 2022 | done | 5.0 | 5.0 | 5.0 | 5.00 | 2nd Semester 2021-2022 Page - https://www.vsu.edu.ph/enroll2021-2nd-sem | | |
| | PI 4: Provide 1st Semester 2022-2023 enrollment page developed | UBAlviola, | | 1 page during the enrollment period as scheduled | in progress | 5.0 | 5.0 | 5.0 | 5.00 | 1st Semester 2022-2023 enrollment page - https://www.vsu.edu.ph/enroll2022-1st-sem | | |

| | | | | | | | | | | |
|-----------------------|-----------------------------------|-----------|--|-------|------|-------------|-----|-----|-------|---------------------------------------------------------------------------------------------------------|
| | PI 5: VSU CAT 2022 page developed | UBAlviola | | By Q2 | | | | | | VSU CAT 2022 Page - https://www.vsu.edu.ph/cat2022 2 |
| | | | | | done | 5.0 | 5.0 | 5.0 | 5.00 | Comments & Recommendations for Development Purpose: |
| | | | | | | | | | | |
| Total Over-all Rating | | | | | | | | | 54.33 | |
| Average Rating | | | | | | | | | 4.94 | |
| Adjectival Rating | | | | | | Outstanding | | | | |

Rated by:

ALLEN GLENNIE P. LAMBERT

Executive Secretary

Date: January 14, 2023

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Date: JAN 27 2023

Approved:

EDGARDO E. TULIN

President

Date: January 27, 2023

PERFORMANCE MONITORING FORM
July to December 2022

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 2022

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 improvement of his work accomplishment | 5 | 4 | 3 | 2 | 1 |
| 12. | Willing to be trained and developed | 5 | 4 | 3 | 2 | 1 |

| | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|-------|
| Total Score | | | | | 58 |
| 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 | | | | | |
| Average Score | | | | | 4.83 |

Overall recommendation : _____


ALLEN GLENNE P. LAMBERT

Printed Name and Signature
Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ULDERICO B. ALVIOLA

Performance Rating: July-December 2022

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

Proposed Interventions to Improve Performance:

Date: July 21, 2022

Target Date: December 11, 2022

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