



**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	4.41	70%	3.087
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
<b>TOTAL NUMERICAL RATING</b>			<b>4.54</b>

TOTAL NUMERICAL RATING: 4.54  
Add: Additional Approved Points, if any: 0.0  
TOTAL NUMERICAL RATING: 4.54

FINAL NUMERICAL RATING 4.54

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 **January to December 2022**.

**ULDERICO B. ALVIOLA**  
Head, University Integrated Information Center  
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/course s assigned	7.20	9.00	5.0	5.0	4.0	5.0	DevC 121
		PI8a. Number of students advised									
		On thesis/field practice		As Adviser & SRC Member	3.00	5.00	5.0	5.0	5.0	5.00	



		<b>PI 8b.</b> 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
		<b>PI 9.</b> Number of Instructional materials developed									
		Revised syllabi		Handles subjects/course s assigned	1.00	3.00	5.0	5.0	5.0	5.00	DevC 121
		Revised powerpoint lecture presentation (per course)		Handles subjects/course s assigned	1.00	3.00	5.0	5.0	5.0	5.00	DevC 121
Total Rating for Instruction											
Average Rating for Instruction											
<b>OVPI MFO 3. Research Services</b>											
3	<b>Research Services</b>	<b>PI 12.</b> 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
<b>OVPI MFO 4: Extension Services</b>											



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	4.0	4.67			
	PI 2. Obelisk Quarterly Newsletter Layouted	UBAlviola,		Q1 by April 2022 Q2 by July 2022 Q3 by November 2022	Not yet Done							
	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			
	PI 4: Provide 1st Semester 2022-2023 enrollment page developed	UBAlviola,		1 page during the enrollment period as scheduled	in progress						(2nd period)	



	PI 5: VSU CAT 2022 page developed	UBAlviola		By Q2	done	5.0	5.0	5.0	5.00	
										Comments &
Total Over-all Rating						40.00	40.00	38.00	39.67	Recommendations for
Average Rating						3.08			4.41	Development Purpose:
Adjectival Rating						Very Satisfactory				

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**  
**January to June 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: January to June 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>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						
Average Score		4.83				

Overall recommendation : outstanding.

  
**ALLEN GLENNIE P. LAMBERT**  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ULDERICO B. ALVIOLAPerformance Rating: January-June 2022Aim: Improve on -time distribution of obelisk (printed)

Proposed Interventions to Improve Performance:

Date: April 21, 2022Target Date: June 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