



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	5.00	70%	3.50
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.449
TOTAL NUMERICAL RATING			4.95


TOTAL NUMERICAL RATING: 4.95

Add: Additional Approved Points, if any: 0.0

TOTAL NUMERICAL RATING: 4.95

FINAL NUMERICAL RATING 4.95

ADJECTIVAL RATING: **OUTSTANDING**


Prepared by: 
WINDY O. TUYAN
Name of Staff

Reviewed by: 
ULDERICO B. ALVIOLA
Department/Office Head

Recommending Approval:

Approved:

Dean/Director


PROSE IVY G. YEPES
University President

Visayas State University
OFFICE OF THE PRESIDENT
Visca, Baybay City, Leyte



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)
UNIVERSITY INTEGRATED MEDIA CENTER

I, ULDERICO B. ALVIOLA, Head of the University Integrated Media Center 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 2024.

ULDERICO B. ALVIOLA

Head, UIMC

Date: DEC. 19, 2024

PROSE IVY G. YEPES

President

Date: 1-3-25

MFO No.	MFO Description	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	Actual Accomplishment	Rating				Remark
							Quality	Efficiency	Timeliness	Average	
UMFO 6 General Administration and Support Services											
OPMFO 8 Information and Web Services											
IO MFO 1. Administrative Support Services											
	PI 1: Efficient and customer friendly assistance	UBAlviola,GGGodoy, WTuyan, RCana	Zero percent complaints from clients served	No complaints	No complaints	5	5	5	5.00		
	PI 2: University wide events (OP and VP-sponsored) catered	UBAlviola, KMercado, VAMPigar, NBBFulache, EJGines, PVFornis, MBayron, TMMiasco, Ggodoy, JMTBerondo		all catered	100%	5	5	5	5.00		

	PI 3: Unit-sponsored events catered	UBAlviola, KMercado, VAMPigar, NBBFulache, EJGines, PVFornis, MBayron, TMMiasco, Ggodoy, JMTBerondo		1 event/month	Done (Exceeded Target	5	5	5	5.00	
	PI 4: PR for University intranet and Internet collaborative solutions (Google Workspace, Zoom Meetings), workplace, and knowledgeable solution	UBAlviola, NOVillas, JACortes		approved by Q2	Done 100%	5	5	5	5.00	
IO MFO 2. Accurate and Timely Information Dissemination (print, web and other media)										
	PI 1: Obelisk Stories published on the VSU website	UBAlviola, MBayron		120 stories or 30 stories/quarter	90 stories as of June 29, 2024	5	5	5	5.00	
	PI 2: Provide 2nd Semester 2023-2024 enrollment page developed	UBAlviola, EJGines, JMTBerondo, PVLForinis		1 page during the enrollment period in February 2024	100% Done	5	5	5	5.00	
	PI 3: Provide 1st Semester 2024-2025 enrollment page developed	UBAlviola, EJGines, JMTBerondo, PVLForinis		1 page during the enrollment period as scheduled	100% Done	5	5	5	5.00	
	PI 4: VSU CAT 2024 page developed, microsite for FAQs and information	UBAlviola, NOVillas, EJGines, PVLForinis, JMTBerondo		By Q2	100% Done	5	5	5	5.00	
IO MFO 3. Innovation and Best Practices Management										
	PI 1: VSU Brand BOOK approved by the Board of Regents	UBAlviola, JGuatlo, JACortes, PVFornis		approved by Q1	100% Done	5	5	5	5.00	

PI 2: VSU Brand Book copies printed and disseminated	UBAlviola, JGuatlo, JACortes, PVFornis		200 copies printed, 150 copies disseminated	Done 100%	5	5	5	5.00	
PI 3: VSU Brand Book uploaded in proper format	UBAlviola, JGuatlo, JACortes, PVFornis		1 on the website 1 on Workplace	Done 100%	5	5	5	5.00	
PI 4: Workshop on the CPRM conducted	UBAlviola, JACortes, PVLFormis		2 workshop before the end of Q2	Done 100%	5	5	5	5.00	
PI 5: Draft of the CPRM reviewed by OP	UBAlviola, JACortes, PVLFormis, EJGines		Reviewed and approved before the end of Q3	Finalizing Ongoing 100%	4	4	5		
PI 6: Workshop on the WOM conducted	UBAlviola, JACortes, PVLFormis, EJGines		2 workshop before the end of Q2	Done 100%	5	5	5	5.00	
PI 7: Draft of the WOM reviewed by OP	UBAlviola, JACortes, PVLFormis, EJGines		reviewed and approved before the end of Q3	on-going Finalizing	4	4	5		
PI 8: Sections on the VSU Website Updated	UBAlviola, JACortes, PVLFormis, JMTBerondo, EJGines		2 major sections updated	100% - OBE Framework added under Academe - Accommodation updated under Services	5	5	5	5.00	(2nd period) - https://www.vsu.edu.ph/academe/obe-framework - https://www.vsu.edu.ph/services/accommodation
PI 9: App-Faculty Database	UBAlviola, JACortes, JMTBerondo, MIS		completed and rolled out by Q3	100% Done	5	4	5	4.67	rolled out (CE, CFES, CME, CAS, CN) except for colleges not controlled by web team (CAFS, CET, CVM)

PI 10: 2023 Graduation broadcast	UBAlviola, GGGodoy, KKRoca, IJGumaod, SJVAmador, PVLFornis, MBayron, NOVillas, ICTMC Technical team		As Scheduled	Produced as Scheduled	5	5	5	5.00	
PI 11: All programs with at least 90% graduation photos in live/LED	UBAlviola, GGGodoy, PVLFornis, JMTBerondo, EJGines, NBBFulache, Mbayron, Kmercado, VAMPigar		80%	Done	5	4	5	4.67	
PI 12: VSU's Facebook page reach inbox zero	EJGines		Twice a month	100% Done	5	5	5	5.00	
PI 13: Email account tickets resolved	EJGines		100% of valid tickets	100% Done	5	5	5	5.00	
PI 14: Cumulus tickets resolved	EJGines		100% of valid tickets	100% Done	5	5	5	5.00	
PI 15: Produce a new university song/jingle	UBAlviola, GGGodoy, PVLFornis, JMTBerondo		1 song by Q3, 1 video by Q4	Postponed					
PI 16: Produce the VSU Story 2023	UBAlviola, GGGodoy, PVLFornis, JMTBerondo		By Q2	100% Done	5	5	5	5.00	
PI 17: Produce a new VSU national anthem video	UBAlviola, GGGodoy, PVLFornis, JMTBerondo		By Q3						

	PI 18: Produce short VSU AVPs	UBAlviola, GGGodoy, PVLForis, JMTBerondo		3 AVPs on various topics	Postponed					
	PI 19: Number of Facebook followers (VSU)	UBAlviola, EJGines, PVLForis		120,000 by Q4	<i>148.33%</i> 178k followers as of June 29, 2024	5	5	5	5.00	
	PI 20: Number of Twitter followers (VSU)	UBAlviola, EJGines, PVLForis		10,000 by Q4	<i>57.76%</i> 5,759k as of June 29, 2024	5	5	5	5.00	<i>As of June 29, 2024</i>
	PI 21: Number of Instagram followers	UBAlviola, EJGines, PVLForis		10,000 by Q4	<i>70.29%</i> 7,829k as of June 29, 2024	5	5	5	5.00	<i>As of June 29, 2024</i>
	PI 22: VSU Website visits	UBAlviola, EJGines, MBayron, PVLForis, JMTBerondo, NBBFulache		3M views from Q1 to Q4	<i>10.13%</i> 304k as of June 29, 2024	<i>3</i> <i>5</i>	<i>7</i> <i>8</i>	<i>7</i> <i>8</i>	<i>3</i> <i>5.00</i>	
									<i>124.34</i>	
Total Over-all Rating										
Average Rating						0.00	0.00	0.00	<i>4.97</i> <i>4.89</i>	
Adjectival Rating						Outstanding				

Received by:

TONI MARC L. DARGANTES

Planning Office

Date: 1/19/24

Calibrated by:

ELWIN JAY V. YU

Chairman, PMT

Date: _____

Approved:

PROSE IVY G. YEPES

President

Date: 1-3-25

Exhibit I

PERFORMANCE MONITORING FORM
January to June 2024


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

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


PROSE IVY G. YEPES
University President

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: ULDERICO B. ALVIOLAPerformance Rating: January to June 2024Aim: Improve on -time distribution of obelisk (printed)

Proposed Interventions to Improve Performance:

Date: April 21, 2024Target Date: June 11, 2024

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:


PROSE IVY G. YEPES
University President

Conformer:


ULDERICO B. ALVIOLA

Name of Ratee Faculty/Staff



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2024

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						

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 : _____


PROSE IVY G. YEPES
 Printed Name and Signature
 Head of Office