

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



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)
INFORMATION OFFICE

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 July to December 2019.

ULDERICO B. ALVIOLA
Head, Information Office
Date: _____

FRANCISCO G. GABUNADA, JR.
Executive Assistant
Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Persons Responsible	Task Assigned	Target	Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	
UMFO 6 General Administration and Support Services										
OPMFO 8 Information and Web Services										
IO MFO 1. Administrative Support Services										
	PI 1: Preparation of official communications/documents	SMCLemos	Number of documents prepared, processed and followed-up	Number of official documents such as vouchers, PRs, POs, etc. and follow-up of documents	23	5	4	4	4.33	All documents processed
	PI 2: Efficient and customer friendly assistance	SMCLemos	Zero percent complaints from clients served	No complaints	No complaints	5	5	5	5.00	Zero complaints

	PI 3. Facilitate tour guiding	SMCLemos	Campus tour for visitors	Number of tours facilitated	3	4	4	4	4.00	Facilitated tour requests
IO MFO 2. Accurate and Timely Information Dissemination (print, web and other media)										
	PI 1: Documentation of university activities/events	UBAAlviola, IMAmora, SMCLemos	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 university activities documented	5	5	5	5.00	All university activities covered and documented
		IMAmora, SMCLemos	Proper archiving of photos and videos	Photos and videos organized by folder by year, month, and day	599 photos archived	5	5	5	5.00	Photos archived in the VSU Information Office
	PI 2. Newsletter printing	UBAAlviola, IMAmora	Obelisk issues produced	One issue of the Obelisk per month (with at least four articles) produced						
		UBAAlviola, IMAmora, SMCLemos	Obelisk issues distributed	All key offices, centers, institutes, colleges, departments, units given a copy of the Obelisk every month						
	PI 3: Publishing of news articles and bulletins of the Office of the President	UBAAlviola, IMAmora	Articles posted on the VSU website	Four articles uploaded at the VSU website per month	47	5	5	5	5.00	All Obelisk articles published online
	PI 4: Production of videos and other multimedia materials for promotions of the University	UBAAlviola, IMAmora	Videos and other multimedia materials		8	5	5	5	5.00	Videos uploaded in the VSU website.

	PI 4: Design and production of tarpaulin for posting in different areas of the university.	UBAlviola, IMAmora, SMCLemos	Tarpaulins designed and posted		15	5	5	5	5.00	All tarpaulins and IEC materials posted in its designated posting areas
IO MFO 3. Innovation and Best Practices Management										
	PI 1: VSU website articles shared at the VSU Workplace portal	UBAlviola, IMAmora	Obelisk articles shared at VSU Workplace group "VSU Stories" upon publication at the VSU website	Upon consolidation of all edited articles	47	5	5	5	5.00	All Obelisk articles shared in the Workplace
	PI 2: Obelisk issues laid out and sent through supplier for printing	UBAlviola, IMAmora	Obelisk layout sent via email for printing		6	5	5	4	4.67	All Obelisk articles laid out in Corel Draw
	PI 3: Obelisk online news articles and bulletins uploaded in social media platforms of the university	UBAlviola, IMAmora, SMCLemos	Compiled Obelisk articles sent thru email blast		47	5	5	5	5.00	All Obelisk articles compiled
	PI 4: Videos, graphics and multimedia materials uploaded in Youtube and Facebook	UBAlviola, IMAmora, SMCLemos	VSU website articles converted to Instant Articles		47	5	5	5	5.00	All Obelisk articles converted to Facebook instant articles
Total Over-all Rating						59	58	44	58.00	
Average Rating						4.91	4.83	4.88	4.83	
Adjectival Rating						OUTSTANDING				

Rated by:

FRANCISCO G. GABUNADA, JR.

Executive Assistant

Date: _____

Calibrated by:

REMBERTO A. PATINDOL

VP for Administration and Finance

Date: _____

Approved:

EDGARDO E. TULIN

President

Date: 2-14-20

DILBERTO O. FERRAREN, PhD
Vice President for Planning, Resource Generation and External Affairs