

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

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13 DEC 2021



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 targets in accordance with the indicated measures for the period January to June 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		Rating				Remark
						Actual Accomplishment	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: Preparation of official communications/documents		UBAlviola	Number of documents prepared, processed and followed-up	Number of official documents such as vouchers, PRs, POs, etc. and follow-up of documents released	28	5	5	5	5.00	All documents processed

	PI 2: Efficient and customer friendly assistance	UBAlviola,	Zero percent complaints from clients served	No complaints	No complaints	5	5	5	5.00	Zero complaints
	PI 3. Facilitate tour guiding	UBAlviola	Campus tour for visitors	Number of tours facilitated	1	5	5	5	5.00	Facilitated tour requests
IO MFO 2. Accurate and Timely Information Dissemination (print, web and other media)										
	PI 1: Documentation of university activities/events	UBAlviola, GGGodoy	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	10	5	5	5	5.00	All university activities covered and documented
		UBAlviola, GGGodoy	Proper archiving of photos and videos	Photos and videos organized by folder by year, month, and day	20	5	4	4	4.33	Photos archived in the VSU Information Office
	PI 2. Newsletter printing	UBAlviola,	Obelisk issues produced	One issue of the Obelisk per month (with at least four articles) produced					0.00	All Obelisk issues archived in the Information Office
		UBAlviola,	Obelisk issues distributed	All key offices, centers, institutes, colleges, departments, units given a copy of the Obelisk every month					0.00	All VSU offices received their Obelisk copies
	PI 3: Publishing of news articles and bulletins of the Office of the President	UBAlviola	Articles posted on the VSU website	Four articles uploaded at the VSU website per month	19	5	4	5	4.67	All Obelisk articles published online

	PI 4: Production of videos and other multimedia materials for promotions of the University	UBAlviola, GGGodoy	Number of videos and other multimedia materials		5	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			10	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, s	Obelisk articles shared at VSU Workplace group "VSU Stories" upon publication at the VSU website	Upon consolidation of all edited articles	24	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,	Obelisk layout sent via email for printing		6	5	5	5	5.00	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	Compiled Obelisk articles sent thru email blast		24	5	5	5	5.00	All Obelisk articles compiled
	PI 4: Videos, graphics and multimedia materials uploaded in Youtube and Facebook	UBAlviola	VSU website articles converted to Instant Articles for fast online loading		24	5	5	5	5.00	All Obelisk articles converted to Facebook instant articles
Total Over-all Rating									59.00	
Average Rating						0.00	0.00	0.00	4.54	
Adjectival Rating						Outstanding				

Rated by:


ALLEN GLENNIE P. LAMBERT

Executive Secretary

Date: _____

Calibrated by:


REMBERTO A. PATINDOL

VP for Administration and Finance

Date: _____

Approved:


EDGARDO E. TULIN

President

Date: _____


DILBERTO O. FERRAREN, PhD
Vice President for Planning, Resource Generation and External Affairs
NOV 12 2021