

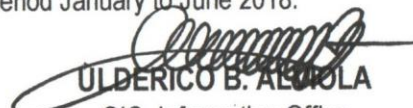
04/25/17
2/18/19


FEB 22 2019

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 targets in accordance with the indicated measures for the period January to June 2018.


ULDERICO B. ALVIOLA
OIC, Information Office
Date: _____


FRANCISCO G. GABUNADA, JR.
Executive Officer Assistant
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	SMCLemos	Number of documents prepared, processed and followed-up	Number of official documents such as vouchers, PRs, POs, etc. and follow-up of documents released	22	5	4	5	4.67	All documents processed	
	PI 2: Efficient and customer friendly assistance	SMCLemos	Zero percent complaints from clients served	No complaints	0	5	5	5	5.00	Zero complaints	

covered and

VSU

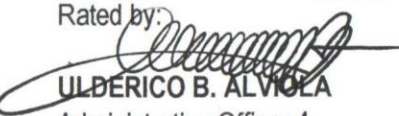
chived in

ed their

blished

	PI 4: Production of videos and other multimedia materials for promotions of the University	UBAlviola, IMAmora	Number of videos and other multimedia materials		7	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			14	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	24	5	5	3	4.33	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		24	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		24	5	5	5	5.00	All Obelisk articles converted to Facebook instant articles
Total Over-all Rating									61.67	
Average Rating						0.00	0.00	0.00	4.74	
Adjectival Rating										

Rated by:


ULBERICO B. ALVIOLA

Administrative Officer 4

Date: _____

Calibrated by:


REMBERTO A. PATINCOL, PhD
Vice President
Administration and Finance

Date: _____

Approved:


EDGARDO E. TULIN

President

Date: _____