

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

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25 MAR 2022  
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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 July to December 2021.

ULDERICO B. ALVIOLA  
Head, Information Office  
Date: MAR 22 2022

ALLEN GLENNIE P. LAMBERT  
Executive Secretary  
Date: MAR 22 2022

MFO No.	MFO Description	Success Indicator (SI)	Persons Responsible	Task Assigned	Target		Rating			Average	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	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	UBA/ viola,	Zero percent complaints from clients served	No complaints	No complaints	5	5	5	5.00	Zero complaints
	PI 3. Facilitate tour guiding	UBA/ viola	Campus tour for visitors	Number of tours facilitated	1	5	5	5	5.00	Facilitated tour requests
<b>IO MFO 2. Accurate and Timely Information Dissemination (print, web and other media)</b>										
	PI 1: Documentation of university activities/events	UBA/ viola, 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
		UBA/ viola, 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	UBA/ viola,	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
		UBA/ viola,	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	UBA/ viola	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	UBA/VIOLA, 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.	UBA/VIOLA			10	5	5	5	5.00	All tarpaulins and IEC materials posted in its designated posting areas
<b>IO MFO 3. Innovation and Best Practices Management</b>										
	PI 1: VSU website articles shared at the VSU Workplace portal	UBA/VIOLA, 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	UBA/VIOLA,	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	UBA/VIOLA	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	UBA/VIOLA	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	<del>4.54</del> 4.92	
Adjectival Rating						Outstanding				

Rated by:

  
ALLEN GLENNIE P. LAMBERT

Executive Secretary

Date: MAR 22 2022

Calibrated by:

  
DANIEL LESLIE S. TAN

Chairman, PMT

Date: 3/22/22

Approved:

  
EDGARDO E. TULINO

President

Date: 3/22/22

  
DILBERTO O. FERRAREN, PhD  
MAR 24 2022