


CAI 2516
2/18


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 July to December 2018.


ULDERICO B. ALVIOLA
OIC, Information Office
Date: _____


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

| 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: 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 | 27 | 5 | 4 | 4 | 4.33 | 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 | |

IO MFO 2. Accurate and Timely Information Dissemination (print, web and other media)

| | | | | | | | | | |
|--|------------------------------|--|--|-------|---|---|---|------|---|
| PI 1: Documentation of university activities/events | UBAlviola, 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 | 15 | 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 | 1,029 | 5 | 5 | 5 | 5.00 | Photos archived in the VSU Information Office |
| PI 2: Newsletter printing | UBAlviola, IMAmora | Obelisk issues produced | One issue of the Obelisk per month (with at least four articles) produced | 4 | 5 | 4 | 3 | 4.00 | All Obelisk issues archived in the Information Office |
| | UBAlviola, IMAmora, SMCLemos | Obelisk issues distributed | All key offices, centers, institutes, colleges, departments, units given a copy of the Obelisk every month | 500 | 5 | 4 | 3 | 4.00 | All VSU offices received their Obelisk copies |
| PI 3: Publishing of news articles and bulletins of the Office of the President | UBAlviola, IMAmora | Articles posted on the VSU website | Four articles uploaded at the VSU website per month | 28 | 5 | 4 | 4 | 4.33 | All Obelisk articles published online |

| | | | | | | | | | | |
|---|---|------------------------------|--|---|----|-------------|------|------|-------|---|
| | 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 | | | 18 | 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 | 28 | 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 | | 28 | 5 | 4 | 4 | 4.33 | 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 | | 28 | 5 | 5 | 5 | 5.00 | All Obelisk articles converted to Facebook instant articles |
| Total Over-all Rating | | | | | | | | | 60.00 | |
| Average Rating | | | | | | 0.00 | 0.00 | 0.00 | 4.62 | |
| Adjectival Rating | | | | | | OUTSTANDING | | | | |

Rated by:

ULDERICO B. ALVIOLA

Administrative Officer 4

Date: _____

Calibrated by:

REMBERTO A. PATINCOL, PhD
Vice President
Administration and Finance

Date: _____

Approved:

EDGARDO E. TULIN

President

Date: _____