

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

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)  
UNIVERSITY INTEGRATED INFORMATION CENTER

I, ULDERICO B. ALVIOLA, OIC of the , University Integrated Information Center commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2022.

**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	Actual Accomplishment	Rating			Average	Remark
							Quality	Efficiency	Timeliness		
UMFO 6 General Administration and Support Services											
OPMFO 8 Information and Web Services											
IO MFO 1. Administrative Support Services											
	PI 1: Purchase request on the Communication and Public Relations Manual (CPRM)	UBAlviola, GGGodoy		Approved by Q1	done	5	5	5	5.00	PR # GF-2022-03-00261	
	PI 2: Purchase request on the Web Operations Manual (WOM)	UBAlviola, GGGodoy		Approved by Q1	done	5	5	5	5.00	PR # GF-2022-03-00261	
	PI 3. Obelisk Quarterly Newsletter PR	UBAlviola		Approved by Q1	done	5	5	5	5.00	PR # GF-2022-03-00261	



	PI 4: Efficient and customer friendly assistance	UBA/ viola, GGGodoy	Zero percent complaints from clients served	No complaints	No complaints	5	5	5	5.00	
	PI 5: University wide events (OP and VP-sponsored) catered	UBA/ viola		all catered	32 events for January to June	5	5	5	5.00	
	PI 6: Unit-sponsored events catered	UBA/ viola		1 event/month	1 event/month	5	5	5	5.00	
	PI 7: PR for University intranet, workplace, and knowledgeable solution	UBA/ viola		approved by Q2	still doing market research					
<b>IO MFO 2. Accurate and Timely Information Dissemination (print, web and other media)</b>										
	PI 1: Obelisk Stories published on the VSU website	UBA/ viola,		120 stories or 30 stories/quarter	59 stories or 30 stories/quarter	5	5	4	4.67	
	PI 2: Obelisk Quarterly Newsletter Layouted	UBA/ viola,		Q1 by April 2022 Q2 by July 2022 Q3 by November	Not yet done					
	PI 3: Provide 2nd Semester 2021-2022 enrollment page developed	UBA/ viola		1 page during the enrollment period in February 2022	done	5	5	5	5.00	
	PI 4: Provide 1st Semester 2022-2023 enrollment page developed	UBA/ viola,		1 page during the enrollment period as scheduled	in progress					(2nd period)
	PI 5: VSU CAT 2022 page developed	UBA/ viola		By Q2	done	5	5	5	5.00	
<b>IO MFO 3. Innovation and Best Practices Management</b>										
	PI 1: VSU Brand BOOK approved by the Board of Regents	UBA/ viola,		approved by Q1	Not yet done					



PI 2: VSU Brand Book copies printed and disseminated	UBA/ viola,		200 copies printed, 150 copies disseminated						(2nd period)
PI 3: VSU Brand Book uploaded in proper format	UBA/ viola		1 on the website 1 on Workplace						(2nd period)
PI 4: Workshop on the CPRM conducted	UBA/ viola		2 workshop before the end of Q2	not done scheduled					(2nd period)
PI 5: Draft of the CPRM reviewed by OP	UBA/ viola,		Reviewed and approved before the end of Q3						(2nd period)
PI 6: Workshop on the WOM conducted	UBA/ viola,		2 workshop before the end of Q2	not done scheduled					(2nd period)
PI 7: Draft of the WOM reviewed by OP	UBA/ viola		reviewed and approved before the end of Q3						(2nd period)
PI 8: Sections on the VSU Website Updated	UBA/ viola		2 major sections updated						(2nd period)
PI 9: App-Faculty Database	UBA/ viola		completed and rolled out by Q3	almost complete	4	4	5	4.33	
PI 10: 2022 Graduation broadcast	UBA/ viola, GGGoday		As Scheduled	done	5	4	5	4.67	
PI 11: All programs with at least 90% graduation photos in live/LED	UBA/ viola		80%	90%	5	5	5	5.00	



PI 12: VSU's Facebook page reach inbox zero	UBAlviola		Twice a month	done	5	5	5	5.00	
PI 13: Email account tickets resolved	UBAlviola		100% of valid tickets	done	5	5	5	5.00	
PI 14: Cumulus tickets resolved	UBAlviola		100% of valid tickets	done	5	5	5	5.00	
PI 15: Produce a new university song/jingle	UBAlviola		1 song by Q3, 1 video by Q4						(2nd period)
PI 16: Produce the VSU Story 2022	UBAlviola		By Q2	done	5	5	5	5.00	
PI 17: Produce a new VSU national anthem video	UBAlviola		By Q3	Planning					(2nd period)
PI 18: Produce short VSU AVPs	UBAlviola		3 AVPs on various topics	Planning					(2nd period)
PI 19: Solution identified (looks incomplete)	UBAlviola		By Q1						
PI 20: Number of Facebook followers (VSU)	UBAlviola		120,000 by Q4	in progress					
PI 21: Number of Twitter followers (VSU)	UBAlviola		10,000 by Q4	in progress					
PI 22: Number of Instagram followers	UBAlviola		10,000 by Q4	in progress					



	PI 23: VSU Website visits	UBAlviola		3M views from Q1 to Q4	in progress						
										78.67	
Total Over-all Rating											
Average Rating						0.00	0.00	0.00		4.92	
Adjectival Rating						Outstanding					

Received by:

*toni*  
**TONI MARC L. DARGANTES**

Planning Office

Date: 9/12/2022

Calibrated by:

*D. Tan*  
**DANIEL LESLIE S. TAN**

Chairman, PMT

Date: SEP 12 2022

Approved:

*Edgardo E. Tulin*  
**EDGARDO E. TULIN**

President

Date: \_\_\_\_\_