

**OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION**

**2025 OVPA YEAR-END ASSESSMENT**

**Date & Time:** December 17, 2025, 8:00 AM – 3:00 PM

**Venue:** Atencio-Libunao Hall

**I. Participating Offices:**

- A. Office of the Vice President for Administration (OVPA)
- B. System Human Resources Development Office (SHRDO)
- C. System Supplies and Property Management Office (SSPMO)
- D. System Cash Office (SCO)
- E. Quality Management System (QMS)

**II. Master of the Ceremony:** Penelope

**III. Attire:** Christmas Theme (Per Office) and OVPA Black Polo Shirt

**IV. Program Flow**

Time	Activity	Lead / Office-in-Charge
7:00 - 8:00 AM	Ingress for Preparations and Setup (Decorations, Audio-Visual Equipment, Prizes, etc.)	Cash Office, with the support of OVPA, HRDO, and SPMO staff
8:00 - 8:10 AM	Registration	QMS, One representative per office to ensure completeness
8:10 - 8:15 AM	Opening Prayer	QMS
8:15 - 8:20 AM	National Anthem and UP Naming Mahal	QMS
8:20 - 9:00 AM	Welcome Remarks & OVPA Year-End Accomplishment Report	VP Augie
9:00 - 9:15 AM	Message of Gratitude and Reflection	AVP Tiffany
9:15 - 9:30 AM	Values Presentation	Team SOLVE
9:30 - 10:00 AM	Interactive Activities	OVPA & QMS
10:00 - 10:15 AM	Preparation for Office Performances	All Offices
10:15 - 11:30 AM	Presentation of Office Performances	All Offices
11:30 - 12:00 NN	Interactive Activities	HRDO

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<b>11:30 - 12:30 PM Lunch and Fellowship</b>		
12:30 - 1:30 PM	Interactive Activities	Cash and SPMO
1:30 - 2:30 PM	Special Awards, Raffle Draw, and Exchange of Gifts	Facilitated by the MC & Committee on Prizes
2:30 - 2:45 PM	Closing Message	AVP Richard
2:45 - 3:00 PM	Fellowship and Group Photo	All Participants

**V. Office Performances**

Each participating office (OVPA, SHRDO, Cash, SPMO, QMS) shall present a 15-minute (max) performance showcasing the theme “Christmas” in any creative format. The most outstanding performance, as determined by the panel of judges, will receive an award.

Panel of Judges:

- VP Augie
- AVP Tiffany
- AVP Richard

**VI. Interactive Games & Activities**

Each office will be allotted 30 minutes to facilitate one interactive activity. Offices shall be responsible for providing all required materials and managing the full facilitation of their proposed activity.

**VII. Exchange Gift**

Each participating individual is required to bring a gift aligned with the theme “something useful,” with a minimum value of PhP 200.00. All gifts will be numbered, and participants will randomly draw a number to determine the gift they will receive.

**VIII. Special Awards**

- A. Most Festive Office
- B. Best Performance (per office)
- C. Best Costume (per office)
- D. Star ng OVPA Award
- E. Lucky Raffle Winners

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- **Rubrics for the Special Awards**

**A. Most Festive Office**

<b>Area</b>	<b>Percentage</b>	<b>Score (Must be Equal to 100)</b>
Visual Impact and Overall Aesthetic Appeal	30%	
Festive Atmosphere	30%	
Originality	20%	
Creativity & Artistry	15%	
Use of Sustainable or Recycled Materials	5%	
<b>TOTAL</b>	<b>100%</b>	

**B. Best Performance (Per Office)**

<b>Area</b>	<b>Percentage</b>	<b>Score (Must be Equal to 100)</b>
Choreography (Creativity & Artistry, Style & Originality)	40%	
Execution	30%	
Costume	20%	
Audience Impact	10%	
<b>TOTAL</b>	<b>100%</b>	

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**C. Best Costume (Per Office)**

<b>Area</b>	<b>Percentage</b>	<b>Score (Must be Equal to 100)</b>
Visual Impact and Overall Aesthetic Appeal	30%	
Festive Atmosphere	30%	
Originality	20%	
Creativity & Artistry	15%	
Use of Sustainable or Recycled Materials	5%	
<b>TOTAL</b>	<b>100%</b>	

**D. Star ng OVPA Award (One Winner)**

<b>Area</b>	<b>Percentage</b>	<b>Score (Must be Equal to 100)</b>
Costume & Style	30%	
Participation in Activities	20%	
Energy and Enthusiasm	20%	
Stage Presence	15%	
Impact on Overall Party Experience	15%	
<b>TOTAL</b>	<b>100%</b>	

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## IX. Task Distribution

<b>Committee / Sub-Committee</b>	<b>Person-in-Charge / Members</b>	<b>Specific Duties / Deliverables</b>	<b>Target Deadline</b>	<b>Status</b>	<b>Remarks / Updates</b>	<b>Dependencies / Coordination With</b>
Program Committee	Eloi and Jaymee	Prepare program flow, sequence	11/7/2025	Done		HRDO / Secretariat
Logistics	Mark and Julius	Tables/chairs, sound system, decorations	11/21/2025	Done		Supply & Property / Admin Staff
Food Committee	Julius and Team	Coordinate catering and menu	11/21/2025	Done		Supply & Property / Admin Staff
Awards & Recognition	One Representative from each unit	Prepare certificates, trophies, and program segments	11/28/2025	On-going	waiting for the commitment of OVPA bosses	OVPA / Secretariat
Games & Prizes	Per Office	Prepare games, prizes, and mechanics	12/15/2025	On-going		Supervisors
Decorations & Design	Cash Office	Design stage, hall, and photo booth	12/5/2025	Done		Logistics / Secretariat
Technical & AV	QMS	Manage sound, visuals, and presentation	12/5/2025	Done		Program / Logistics
Gifts & Tokens		Procure and distribute tokens for guests and staff	12/12/2025	On-going	waiting for the commitment of OVPA bosses	Finance / Secretariat
Finance	Woj and	Monitor budget	12/12/2025	Done		All

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	Team	allocation and expenses	025			Committees
Documentation	Ai and Team	Photo/video coverage	12/17/2025	On-going		All Committees