



VISAYAS
STATE UNIVERSITY

OFFICE OF THE HEAD OF INSTRUCTIONAL
MATERIALS DEVELOPMENT
3rd Floor, Administration Building
Visayas State University, Visca, Baybay City, Leyte
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OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **Dr. NANCY D. ABUNDA**, Head of Instructional Materials Development, commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **July - December, 2021**.

NANCY D. ABUNDA

Head, OIMD

Date: 12/6/2021

MA. RACHEL KIM L. AURE

Director, ODIE

Date: 12-06-2022

Rating Equivalents:
5 - Outstanding
4 - Very
Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO No.	Success/Performance Indicator (PI)		Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
					% Accomplishment (January- December 2021)	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
MFO 12	Instructional Materials Development Services											
	PI 1. Percentage in spearheading in the planning of instructional material development and coordination the publication of the same.		Dept. Head-OIMD VSUEE Technical Support	50%	200%	100%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges	
	PI 2. Percentage of syllabi, evaluation syllabus, TOS, instructional materials and VSUEE monitored.		Dept. Head-OIMD VSUEE Technical Support	50%	200%	100%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges	

	PI 4: Number of seminars/trainings/workshops coordinated for entire university		Dept. Head-OIMD VSUEE Technical Support	8	225%	18	5	5	4	4.67	1. VSUEE Series Training - Workshop (January 11-14, 2021) 2. OVPAA REVIEW WORKSHOP ON FLEXIBLE LEARNING MODALITIES (February 02, 2021)
											3. Echo-Webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference (March 15-16 2021)
											4. Webinar on Navigating the Digital Shift (March 17 - 18, 2021)
											5. Webinar on VSU E-learning Environment for Newly-Hired (March 29 - 31, 2021)
											6. VSU E-LEARNING ENVIRONMENT Virtual Classroom Management (April 06, 2021)
											7. Update and Assessment of Enrolment and Class Scheduling (May 21, 2021)
											8. TFS Instructors' Workflow Training – Visayas State University (May 31, 2021)
											9. Turnitin Instructor's Workflow Training for Component Colleges (June 17, 2021)
											10. VSUEE Focal Persons Meeting (July 27, 2021)
											11. Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents (July 29-30, 2021)
											12. Mandatory Orientation and Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents for Component Campuses (August 2, 2021)
											13. VSU Faculty Onboarding 2021 (August 16-18, 2021)
											14. VSU Newly-Hired Faculty Onboarding on Flexible Learning Modality (August 19-20, 23, 2021)
											15. VSU OGS Onboarding 2021 (August 24, 2021)
											16. VSUEE Training/Workshop for DevCom (October 7-8, 2021)
											17. Training/Workshop on Instructional

	PI 9: Number of Virtual Classroom created		Dept. Head-OIMD VSUEE Technical Support	600	225%	1,347	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges	
	PI 9: Number of coordinating the VSU faculty and students VSUEE account		Dept. Head-OIMD VSUEE Technical Support	10,000	187%	18,656	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges	
						Total Rating:				43.67		
						Mean				4.85		
MFO 6	General Admin. & Support Services (GASS)											
	PI 1: Submission of Office PPMP for the following year within deadline as prescribed by BAC*		Dept. Head (OIMD)	1	100%	1	5	5	4	4.67		
	PI 2: Zero percent complaint from clients served		Dept. Head (OIMD)	0%	100%	0%	5	5	5	5.0		
	PI 3: Number of planning sessions, tracking and monitoring of targets, meetings, etc. conducted to ensure attainment of department targets**		Dept. Head (OIMD)	4	150%	6	5	5	4	4.67		
	PI4: Number of offices manage and supervised by the Head of the Instructional Materials Development.		Dept. Head (OIMD)	1	100%	1	5	5	5	5.0	Office of the Head of Instructional Materials Development	
	PI 5: Number of monthly/special staff meetings conducted**		Dept. Head (OIMD)	4	150%	6	5	5	4	4.7		
	PI 6: Additional Outputs		Dept. Head (OIMD)									
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other		Dept. Head (OIMD)									
	a. Collaboration with the VSU Component College		Dept. Head (OIMD)				5	5	5	5.0		
	b. Consolidation of guidelines and policies with the Academic Units/ department.		Dept. Head (OIMD)				5	5	5	5.0	It was done during the VSU Strategic Plan.	
						Total Rating:				34.00		
						Mean				4.80		
Total Over-all Rating						77.67						
Average Rating						4.83						
Adjectival Rating						Outstanding						

Received by:

DILBERTO O. FERRAREN

Planning Office

Date:

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Date: 1/10/22

Recommending Approval:

BEATRIZ S. BELONIAS

Vice Pres. for Academic Affairs

Date: 1/6/2022

Approved:

EDGARDO E. TULIN

President

Date:

- * To indicate in the remarks column the details of the targetted outputs for easy review and calibration.
- ** No percentage weight for ranking purposes since these are activities only expected to be performed at the department level