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VISAYAS STATE UNIVERSITY

OFFICE OF INSTRUCTIONAL MATERIALS DEVELOPMENT
3rd Floor, Adminsitration Building
Visayas State University, Visca, Baybay City, Leyte
Email: oimd@vsu.edu.ph
Website: www.vsu.edu.ph

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 targets in accordance with the indicated measures for the period **January - December, 2022.**

NANCY D. ABUNDA
Head, OIMD
Date: _____

MA. RACHEL KIM L. AURE
Director, ODIE
Date: 1/6/2022

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 |
					% Accom-plishment (January-December 2022)	Details of Accom-plishments	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%						0.00			
	PI 2. Percentage of syllabi, evaluation sylllabus, TOS, instructional materials and VSUEE monitored.		Dept. Head-OIMD VSUEE Technical Support	50%						0.00			
	PI 4:Number of seminars/trainings/workshops coordinated for entire university		Dept. Head-OIMD VSUEE Technical Support	8						0.00			

PI 5. Number of course syllabi and instructional materials reviewed and appproved.		Dept. Head-OIMD VSUEE Technical Support	200				0.00	
PI 6: Number of syllabi, evaluation sylllabus, TOS and VSUEE monitored.		Dept. Head-OIMD VSUEE Technical Support	200				0.00	
PI 7: Number of Virtual Classroom Evaluation reviewed and approved		Dept. Head-OIMD VSUEE Technical Support	200				0.00	
PI 8: Number of Virtual Classroom Monitoring reviewed and approved		Dept. Head-OIMD VSUEE Technical Support	200				0.00	
PI 9: Number of Virtual Classroom created		Dept. Head-OIMD VSUEE Technical Support	600				0.00	
PI 9: Number of coordinating the VSU faculty and students VSUEE account		Dept. Head-OIMD VSUEE Technical Support	10,000				0.00	
						Total Rating:	0.00	
						Mean	0.00	

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							0.00	
	PI 2:. Zero percent complaint from clients served		Dept. Head (OIMD)	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								
	PI4: Number of offices manage and supervised by the Head of the Instructional Materials Development.		Dept. Head (OIMD)	1								
	PI 5: Number of monthly/special staff meetings conducted**		Dept. Head (OIMD)	4								
	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)									
	b. Consolidation of guidelines and policies with the Academic Units/ department.		Dept. Head (OIMD)									
										Total Rating:	0.00	
										Mean	0.00	
Total Over-all Rating							0.00					
Average Rating							0.00					
Adjectival Rating												

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 Instruction
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