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Strategic Performance Management System (SPMS) OFFICE PERFORMANCE COMMITMENT and REVIEW (OPCR)

I, **FLORDELAIN T. ALAO**, Program Chair of **BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION (BS DEVCOM)**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **JAN - JUNE 2022**

FLORDELAIN T. ALAO, MSc.

Program Chair, College of Criminal Justice and Sciences

Equivalent Weight of Output			
Functions	Core	Support	Total
Weight	80%	20%	100%

Functions	Weight	80%	20%	100%							
Major Final Output (MFO)/ Program, Activity & Project (PAP) (a)	Success Indicators (Targets + Measures) (b)	Alloted Budget (in Pesos)	Office/Individual Accountable (d)	Performance Standards (e)	Actual Accomplishments (f)	Rating (f)				Remarks (g)	
						Q ¹	E ²	T ³	A ⁴		
A. Core Functions: (80%)											
A.1 As Program Chair											
Percentage of first-time licensure exam takers that pass the licensure exams.	50% first-time licensure exam takers that pass the licensure exams. (N/A)		Dean, Program Chairs, Faculty Students	QE	not applicable						Fixed Target
Percentage of graduates (2 year prior) that are employed	30% of graduates (2 years prior) are employed.		Deans, Program Chairs, Faculty Students	QE	26/39 =69.23% graduates are employed of SY 2019-2020, 20/36 =55.56% SY 2020-2021 and 18/38x100=47.37%	5	5.00		5		Fixed Target
Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs.	77.08% of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs.		Program Chairs, Dean, Registrar	QE	210/5,251=3.99%, 3.99%/77%x100=5.19% percent enrolled in CHED priority programs	1.1	1.1		1		Fixed Target
Percentage of undergraduate programs with accreditation	73% of undergraduate programs with accreditation.		Dean, Program Chairs, Faculty, QA Director	QE	1/1=100% BSCEVCOM Program is AACUP Accredited Level 2	5	5		5		Fixed Target
Students involved in inter-country mobility	1 Student involved in inter-country mobility		Dean, Faculty, Students	QE	0/1 No student mobility due to covid-2019	1	1		1		Fixed Target
Faculty Profile	1 trainings, seminars, workshops (national, international)per faculty		Deans, Faculty, Students	QE	2/1= 200% attended the webinar	5	5		5		Fixed Target
	1 Institutional In-Service Trainings for Faculty		Deans, Faculty	QE	1/1=100% extension training was conducted by the extension office	5	5		5		Fixed Target
Program Accreditation	1 program submitted for AACUP Accreditation		Deans, Program Chairs, Faculty, QA Director	QE	1/1=100% BSCEVCOM submitted for AACUP Accreditation Level 1	5	5		5		Fixed Target
	1 program awarded for COPC		Deans, Program Chairs, Faculty	QE	0/1=0% of target accomplished, Documents were submitted to CHEDRO	1	1		1		Fixed Target
Instructional Materials Development	1 IMs submitted for approval/certification for use per faculty member				2/1=200% Prepared 2 IMs of the subject taught and provide a copy to the students (thru online)	5	5		5		

Execution of policies, programs and activities on instruction services of the University.	100% of office orders, memoranda, LAP, REAP and other documents relative to academic and other concerns are executed and implemented for the smooth operation of the different colleges and academic offices in the university.		Deans, Program Chair, Faculty	QE	100% of office orders, memoranda, LAP, REAP and other documents relative to academic and other concerns are executed and implemented for the smooth operation of the different colleges and academic offices in the university.	5	5		5	Fixed Target
Administer the overall execution of policies, programs and activities on instruction services of the University.	100% of office orders, memoranda, LAP, REAP and other documents relative to academic and other concerns are executed and implemented for the smooth operation of the different colleges and academic offices in the university.		Dean, Program Chairs, Faculty	QE	100% of office orders, memoranda, LAP, REAP and other documents relative to academic and other concerns are executed and implemented for the smooth operation of the different colleges and academic offices in the university.	5	5		5	Fixed Target
Monitors the activities of teachers and students in the program.	100% efficient conduct of activities as scheduled in the school calendar and effective implementation of policies.		Dean, Program Chairs	QE	100% efficient conduct of activities as scheduled in the school calendar and effective implementation of policies.	5	5		5	Fixed Target
Upgrading of library services	Submit at least 30% of titles for each major courses to be purchased in consonance with CQPC and AACUP evaluation criteria.		Dean, Program Chairs, Library Services	QET	Submit at least 30% of titles for each major courses to be purchased in consonance with CQPC and AACUP evaluation criteria.	5	5	5	5	Fixed Target
	Identify (2) professional journals to be purchased for CAS		Deans, Program Chairs, Library Services	E	2/2 professional journals re submitted to the library to be purchased to comply with the CQPC and AACUP		5		5	Fixed Target
A. 2. As Faculty										
1. Delivery of Instruction	100% attendance in classes		Faculty	E	54 hours /54x 100= hours 100% attendance on classess including online classess and monitoring of students through text and call.		5		5.0	Fixed Target
	100% of the OBE syllabi on subjects taught were deliberated and approved by the area.		Faculty	Q, E	3/3 = 100 %syllabi were prepared and deliberated by the program.	5	5		5.0	Fixed Target
	100% of the course syllabi covered		Faculty	E	due to the pandemic only 90% of the course syllabi covered in the semester		4		4.0	Fixed Target
	1 Instructional Material (IM) per subject taught is prepared and utilized		Faculty	E	Prepared 5 IMs of the subject taught and provide a copy to the students (2/1x100=200%)		5		5.0	Fixed Target

	100% of examinations and assignments are checked and returned	Faculty	Q, E	12/12x100=100% of examination and assignments are checked and returned to the students	5	5		5.0	Fixed Target
	Submit error free teaching load 5 working days after the official start of classes	Faculty	Q, E, T	Submitted error free teaching load 5 days before the start of classes	5	5	5	5.0	Fixed Target
	100% of error free gradesheets are submitted on the deadline	Faculty	Q, E, T	6/6x100=100% error free gradesheet are submitted to the registrar	5	5	5	5.0	Fixed Target
	85% of students who rated the delivery of instruction as very satisfactory or higher	Faculty	Q, E	94 % of students who rated the delivery of instruction as Very Satisfactory	5	5		5.0	Fixed Target
2. Conduct Research project	Membership in 1 research project completed on schedule	Faculty	E, T	1/1 research under the DOST-FVHRDC / 1 MwSSU Research		5	4.7	4.9	Fixed Target
3. Conduct of extension activity	Involvement in 1 completed extension program/ project organized and supported consistent with the SUCs mandated and priority programs	Faculty	E	0/1x100=0% extension proposals submitted and approved ready for implementation		1		1.0	Fixed Target
4. Student Consultation Services	100% of students needs/ requests are attended/ resolved	Faculty	Q, E	10/5x100=200% of the needs of students/requests are attended/resolved	5	5		5.0	Fixed Target
Subtotal for A. Core Functions: (80%)					4.4	4.5	4.9	4.317	
B. Support Functions (20%)									
1. Participate in policy formulation and decision making for the university concerning instructional programs, projects and activities	100% attendance in meetings with responsive participation and sound decision making	Faculty	QE	100% attendance in meetings with responsive participation and sound decision making	5	5		5.0	Demand Driven
2. Attendance in University Activities	100% attendance in school activities	Faculty	E	100% attendance in school activities		5		5.0	Fixed Target
3. Act as Officer-in-Charge of the College when so designated by the College Dean.	perform the functions of officer-in-charge while the College is on travel.	Faculty	Q	N/A (I did not act as OIC in this rating period)					Demand Driven
4. Perform other tasks that may be assigned by the College Dean/ University President	100% delivery of expected outputs and reports submitted in due time	Faculty	ET	5/5 = 100% delivery of expected outputs and reports submitted in due time		5	5	5.0	Demand Driven
Sub-Total for 'B. Support Functions (20%)' :					5	15	5	5	
GRAND TOTAL =					9.4	20	9.9	9.317	

Legend: 1 - Quality, 2 - Efficiency, 3 - Timeliness, 4 - Average

Note: Shaded portion shall be accomplished at the end of the rating or evaluation period. However, an "x" mark may be written at the appropriate column to indicate where a particular success indicator shall be rated

Comments and Recommendations for Development Purposes: (to be accomplished by the immediate superior)

Please consider your work in your next target.

Category	Weight (%)	Rating	
		Average	Weighted
A. Core Functions	80%	4.32	3.45
B. Support Functions	20%	5.00	1.00
Total Overall Rating	100%	9.32	4.45
Final Weighted Rating		4.45	
Adjectival Rating		Very Satisfactory	

RATING SCALE:

5 - Outstanding
4 to 4.9 - Very Satisfactory
3 to 3.9 - Satisfactory
2 to 2.9 - Unsatisfactory
1 to 1.9 - Poor

Submitted by:

This is to certify the veracity of the information provided herein as the actual commitments and accomplishments of the office I represent.

FLORDELAIN T. ALAO, MSc.
Program Chair

06/29/2022
Date

Assessed by:

I certify that I have discussed my assesment of the performance of the office through its head and this is deemed as his/her personal performance.

ARMANDO A. ALVIOLA, Ph.D.
Dean, College of Criminal Justice and Sciences

6/29/22
Date

Reviewed by:

RAMIL S. CATAMORA, Ed.D.
Vice President for Academic Affairs

6-29-22
Date

Validated by:

JONNAH L. SALCEDO, MAEd
Planning Officer

07/04/2022
Date

Attested by:

RIZ RUPERT L. ORTIZ, Ph.D.
Vice President for Research and Extension Affairs

7-18-22
Date

Final Rating:

Numerical = 4.45
VS

BENJAMIN L. BECAYO, Ed.D.
University President

Date