



Republic of the Philippines
NORTHWEST SAMAR STATE UNIVERSITY
 Rueda Extension, Calbayog City
Strategic Performance Management System (SPMS)
OFFICE PERFORMANCE COMMITMENT and REVIEW (OPCR)

NwSSU SPMS Form 2



I, **FLORDELAIN T. ALAO**, Director of Instructional Materials Development and Production Office, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2020.

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

FLORDELAIN T. ALAO, MSc.

Director, Instructional Materials Development and Production Office

Director, Instructional Materials Development and Production Office

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 Director, Office of the Instructional Materials Development and Production										
Percentage of faculty members oriented in the Instructional Materials policy of the university	50% of the faculty members oriented in the instructional materials policy of the university		IMDPO, Faculty	QE	90% / 50% of the faculty were oriented of the policy on instructional materials	4	4.5		5	Fixed Target
Develop instructional materials formats, templates and required forms	Five (5) different formats and forms develop and approved by the university		IMDPO	QE	5/5 or 100% of different formats/templates and forms were developed by the IMDPO	5	5		5	Fixed Target
Percentage of faculty members submitted instructional materials and approved by the IMDPO	50% of the faculty members have submitted and approved instructional materials issued by the IMDPO		IMDPO, Faculty	ET	90% of the faculty members submitted their approved instructional modules		4.5	4.5	5	Fixed Target
Conduct monthly regular meeting with the IMDPO members	100% of the regular meetings and special meetings attended		IMDPO	QE	100% of the regular meetings and special meetings attended	5	5		5	Fixed Target
Provision of approved copies and certification/notification of the approved IM to various members of the committee and concerned office	100% approved copies with certification/notification of IM provided to various members of the committee and concerned office		IMDPO, Faculty	QE	95% of the approved copies with certification/notification of IM provided to various members of the committee and concerned office	5	5		5	Fixed Target
A. 2. As Faculty										
1. Delivery of Instruction	100% attendance in classes		Faculty	E	100% conducted classes through blended and flexible learning		5		5	Fixed Target

	100% of the OBE syllabi on subjects taught were deliberated and approved by the area.		Faculty	Q, E	2/2*100=100% OBE Syllabi were deliberated and approved by the Dean	5	5		5	Fixed Target
	100% of the course syllabi covered		Faculty	E	2/2*100=100% course syllabi were covered.		5		5	Fixed Target
	1 Instructional Material (IM) per subject taught is prepared and utilized		Faculty	E	2/1*100=100% IMs were prepared and utilized		5		5	Fixed Target
	100% of examinations and assignments are checked and returned		Faculty	Q, E	100% exams, quizzes, course outputs, and assignments were checked and returned.	5	5		5	Fixed Target
	Submit error free teaching load 5 working days after the official start of classes		Faculty	Q, E, T	95% error free after the official start of classes	4.5	4.5	4.5	4.5	Fixed Target
	100% of error free gradesheets are submitted on the deadline		Faculty	Q, E, T	100% error free gradesheets are submitted on the before the deadline	5	5	5	5	Fixed Target
	85% of students who rated the delivery of instruction as very satisfactory or higher		Faculty	Q, E	103/120*100 = 85% of students who rated the delivery of instruction as Very Satisfactory	4.5	4.5		5	Fixed Target
2. Conduct Research project	Membership in 1 research project completed on schedule		Faculty	E, T	In Progress		1	1	1	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	In Progress		1		1	Fixed Target
4. Student Consultation Services	100% of students needs/ requests are attended/ resolved		Faculty	Q, E	218/218*100 = 100% of the students who seek assistance were given time and support during consultation	5	5		5	Fixed Target
Subtotal for A. Core Functions: (80%)									4.2	

1. Policy formulation and 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	Demand Driven
2. Attendance in University Activities	100% attendance in school activities	Faculty	E	100% attendance in school activities		5	5	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	100% performed functions as OIC	5		5	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	100% delivery of expected outputs and reports submitted in due time		5	5	Demand Driven
Sub-Total for "B. Support Functions (20%)" =							5.0	
GRAND TOTAL =							9.20	

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)

GIVE MORE TIME FOR RESEARCH --

Category	Weight (%)	Rating	
		Average	Weighted
A. Core Functions	80%	4.20	3.36
B. Support Functions	20%	5.00	1.00
Total Overall Rating	100%	9.20	4.36
Final Weighted Rating			4.36
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.

FLORDELAINIE T. ALAO, M.Sc.
 Director, Instructional Materials and Production Office

1/14/2021
 Date

Assessed by:

I certify that I have discussed my assessment 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 Arts and Sciences

Date

Reviewed by:

MARCIANO B. APILADO, Ed.D.
 Vice President for Academic Affairs

Date

Final Rating:

Numerical =

9.26/05

BENJAMIN L. PECAYO, Ed.D.
 University President

Date