

Visayas State University
QUALITY ASSURANCE OFFICE

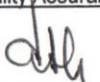
Visca, Baybay City, Leyte

JAN 23 2019

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, EDITHA G. CAGASAN, Director of the Quality Assurance Office (QAC), commits 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, 2018.

Approved:


EDITHA G. CAGASAN
Director for Quality Assurance
Date:


BEATRIZ S. BELONIAS
VP for Instruction
Date:

INFORMATION ON PERSONNEL

Personnel	Number
Director for Quality Assurance (designee)	1
Assist. Director for Quality Assurance (designee)	1
Admin assistant (Ms. Pamela Orano)	1
Clerk (Job order status)	1
Utility/messenger (Job order)	1
Encoder (Job order)	1

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Unit/Persons Responsible	Target	Actual Accomplishments		Rating				Remarks
					% Accomplishment as of December 2018	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	
	Program and institutional accreditation services	Number of Degree Programs to schedule for accreditation/and to pass the evaluation	EGCagasan/ MBales; Heads of the Programs								
		Level II	EGCagasan/ MBales; Heads of the Programs	4	175%	7	5	5	5	5	All of the 7 programs in the main campus subjected to level II accreditation on Oct 1 to 6, 2018 passed the evaluation.
		Level I	EGCagasan/ MBales; Heads of the Programs	8	125%	10	5	5	5	5	All of the 10 programs in the main campus subjected to level I accreditation on Nov 12 to 17, 2018 passed the evaluation.

		Levels I & II (External Campuses)	EGCagasan/ MBales; Heads of the Programs	3	267%	8	5	5	5	5	All of the 8 programs in the two satellite campuses subjected to levels I and II accreditation on Oct 1 to 6, 2018 passed the evaluation.
		Percent preparation for ISO:9001-2015	EGCagasan/ MBales / PPOrano/ Head/Dean of the Program/ ODAHRD/ Admin support offices	25%	160%	40%	5	4	4	4.333	QAC was able to facilitate the conduct of several activities including meetings with the members of the ISO taskforces, benchmarking visit to ATI, review of documents re VSU's readiness to undergo ISO certification, finding ISO consultant for VSU, and conduct of training workshops in preparation for ISO 9001:2015 certification for VSU.
		Percent preparation for Institutional Sustainability Assessment	EGCagasan/ MBales / PPOrano/ Task force Committees	50%	120%	60%	4	4	4	4	SEDs for KRAs 4 and 5 are already complete and ready for review by the ISA consultant; SED for KRA 3 (research is 90% done); while SEDs for KRAs 1 & 2 are more than 50% done and have already been reviewed by QAC and returned to the taskforces for improvement.
	Administrative Services	Number of pages of documents to photocopy as supporting Documents for AACCUP,ISA, CHED Monitoring, Horizontal Typology, ISO, AUN)	PPOrano/ CYRellin/ Curate/ RAValenzona	8,500 pages	470%	40,000	5	5	5	5	QAC staff had to assist not only the programs in the main campus but also those in the satellite campuses that had to undergo AACCUP accreditation.
		Number of PPPs to print (copy for the internal technical evaluators for corrections)	PPOrano/ CYRellin	80 PPPs for level I (8 Programs; 10 Areas/ program)	125%	100 PPPs for Level I	5	5	5	5	10 programs at 10 areas per program
		Number of PPPs to print (copy for the internal technical evaluators for corrections)	PPOrano/ CYRellin	40 PPPs for level II (4 programs; 10 PPPs/ program)	175%	70 PPPs for Level II	5	5	5	5	7 programs at 10 areas per program
		Number of PPPs to edit for final layout and to print for file (for Levels I and II accreditation)	PPOrano/ CYRellin	120 PPPs for levels I and II	142%	170 PPPs for levels I and II	5	5	5	5	100 PPPs for Level I and 70n PPPs for level II

		Number of PPPs to edit for final layout and to print for AACUP Accreditors	PPOrano/ CYRellin	120 PPPs for levels I and II	142%	170 PPPs for Levels I and II	5	5	5	5	100 PPPs for Level I and 70n PPPs for level II
		Percentage of preparedness for 5s	EGCagasan/ MBales/ PPOrano/ CYRellin / CUrate/ RAValenzona	20%	250%	50%	4	4	4	4	Most of the files in QAC are already numbered, filed and labelled according to the given guide.
	Support to Operations	Number of meetings, workshop/Writeshop benchmarking to schedule/facilitate (AACUP, ISO)	EGCagasan/ PPOrano/ CYRellin / CUrate / RAValenzona	10	210%	21	5	5	5	5	7 meetings for Levels I and II AACUP accreditation in the Main Campus; 4 meetings/workshops in the 2 satelliete campuses (Isabel and Tolosa), 3 meetings for RQAT; 5 meetingsworkshops for ISO; 2 benchmarking activities coordinated
		Number of programs to monitor for compliance of the Mandatory Requirements for Levels I and II	EGCagasan/ PPOrano/ CYRellin / CUrate / RAValenzona	12	208%	25	5	5	5	5	17 programs in the main campus and 8 programs in the satellite campuses
	Efficient customer friendly assistance	Efficient and customer-friendly frontline service	PPOrano/ CYRellin / CUrate / RAValenzona	Zero complaint from clients	100%	Zero complaint from clients	5	5	5	5	
Total Overall Rating							67.33				
Average Rating							4.81				
Adjectival Rating							Outstanding				

Received by:

Planning Office

Date: _____

Calibrated by:

REMBERTO A. PATINDOL, Ph.D.

Chair, PMT

Date: _____

Recommending Approval:

BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Instruction

Date: _____

Approved:

EDGARDO E. TULIN, Ph.D.

President

Date: _____

1 – Quality

2 – Efficiency

3 – Timeliness

4 – Average