


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **CORAZON A. PADILLA**, Head of the Alumni and Community Relations Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period February to June, 2023.


CORAZON A. PADILLA
 Asst. Prof. III and ACRO Head
 Date: July 7, 2023

Approved:


DILBERTO O. FERRAREN
 Vice President-PRGAS
7/12/23



MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 1. Frontline Services Efficient and friendly frontline services									
	PI 1. No complaint from clients served	ACRO staff	100%	100%	5	5	5	5	
Effectively acted Administrative /Financial Documents									
	PI 2. Number of official documents timely and effectively acted upon Certification clearance for graduating students as requested	ACRO Head/ dDRC	90 %	100%	5	5	4	4.7	
	Vouchers and payrolls	ACRO Head/ dDRC	24	25	5	5	5	5	

	PRs and PPMPs	ACRO Head/ dDRC	2	2	5	5	5	5	
MFO 2. Planning Management and Monitoring Services									
	PI 1. Programs, activities and Projects (PAPs) planned								
	a. Number of management meetings with ACRO Staff and Alumni Communicators	ACRO Head	12	14	5	5	5	5	
	b. Number of planning meetings for Campus-based Alumni Activity in order to increase engagement among campus-based alumni	ACRO Head and Alumni Communicators and VSUAAI BOD	2	5	5	5	5	5	
	c. Number of planning meetings with 2023 alumni homecoming host batch members together with VSUAAI BOD	ACRO Head/ Alumni Communicators/ Host Batch Members (College Freshmen 1983 and 1999 and high school graduates of 1983 and 1999) and	2	5	5	4	5	4.7	

		VSUAAI BOD							
	d. Number of meeting for VSU Alumni Awards Committee	VSUAAI Awards committee chair and members (ACRO Head as one of the members)	1						* Committee Members has yet to be identified with approval from VSUAAI BOD. To be accomplished in July-December.
	PI. 2. Programs/activities /projects for 2023 implementation								
	a. General Alumni homecoming May 19-20, 2023	ACRO/Head Alumni Communicat ors/ Host Batch Members / BOD VSUAAI	1	1	4	4	5	4.3	
	b. Fund-raising activity for alumni scholarship	ACRO Head/Alumni Communicat ors/VSUAAI BOD and members	1	2	5	5	5	5	
	c. Campus-based Alumni Activity	ACRO Head/Alumni Communicat ors/VSUAAI BOD and	1	3	5	5	5	5	

		campus-based alumni							
	d. Alumni Scholar slot to be opened once the fund is available	VSUAAI Scholarship Committee chaired by ACRO Head Committee Members has yet to be identified with approval from VSUAAI BOD	1						* Committee Members has yet to be identified with approval from VSUAAI BOD. To be accomplished in July-December.
	e. Alumni Survey via google forms Number of survey docs prepared	ACRO Head/Communication and Media Production Assistant	1	6	5	5	5	5	
	PI 3. PAPs monitored								
	a. Number of alumni scholars monitored	ACRO Head	1	1	5	5	5	5	
	b. Number of Alumni Monitored through google forms response	ACRO Head/Communication and Media Production Assistant	100	300	5	5	5	5	

		BOD and campus-based alumni							
	P.1 5 Create additional Social Media Account (Instagram) for VSU Alumni to increase engagement	ACRO Head/ Communication and Media Production Asst.	1	0					*The Media Production Assistant has just been hired. To be accomplished in July-December.
	Total Over-all Rating							102.6	
	Average Rating							4.89	
	Adjectival Rating							Outstanding	

Received by:


TONI MARC L. DARGANTES
 Planning Office

Date: JUL 12 2023

Calibrated by:


DANIEL LESLIE S. TAN
 PMT Chair

Date: JUL 14 2023

Approved by:


EDGARDO E. TULIN
 President

Date: JUL 19, 2023

- 1 – Quality
- 2 – Efficiency
- 3 – Timeliness
- 4 - Average