

OVPPRGAS LANNING, RES

RECEIVED DATE JAN 0 7 2022

BY:

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

## OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, ANGELICA P. BALDOS, Director of the CENTER FOR CONTINUING EDUCATION, 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 - December 2021.

ANGELICA P. BALDOS

Director

Date:

Dec. 22, 2021

**DILBERTO O. FERRAREN** 

Vice Pres. for Planning, Res. Generation and Aux. Services

Date: 23 De 7071

INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALE	ENT (FTE):		Total FTE (1x2,	R	DE Commitments	***
Personnel	Number (1)	Min. FTE (2)		Research	Publication	Extension
Director (CCE), Head (URS), Head (CPDE)	1	18.00	18.00	0.00	1.00	0.00
Admin Staff Members, CCE	1	NA	NA	NA	NA	NA
Admin Staff Members, URS	1	NA	NA	NA	NA	NA
Admin Staff Members, CPDE	1	NA	NA	NA	NA	NA
TOTAL:	4	18.00	18.00	0.00	1.00	0.00

Note:

<sup>\*\*\*</sup> Professors and Associate Professors are required to commit RDE outputs (Please Performance Indicators under Research (UMFO 3) and extension (UMFO 4)

			Consolidate		tual lishments		Ra	ating		
MFOs/PAPs	Performance Indicator (PI)	s	d Targets of all departments *	9/ Assem	Details of Accom- plishments	Quality	Efficiency	Timeliness	Average	Remark (Details of the targetted output indicators with **)
UNIV MFO1: GEN	ERAL ADMINISTRATION & SUPPORT SERVICES									
OVPPRGEA	PI 1. Efficient & customer-friendly frontline service									

<sup>\*</sup> On vacation-sick-leave status. Ratio of Instruction and RDE commitments should determined based on FTE of 18 units

<sup>\*\*</sup> On Teacher's Leave status. Minimum FTE required is 18 units

MFO 1. Administrative and Support	PI 1.1 Percentage of complaints from clients served	Director, Unit Heads, Staff	100%	100%	zero - percent complaint	5.0	5.0	5.0	5.0	
Services Management	Percentage of reviewees assisted in PRC - related applications	Director, Unit Heads, Staff	100%	100%	100% All reviewees assisted	5.0	5.0	5.0	5.0	
	Percentage of faculty and staff who attended CPD trainings and assisted with PRC license renewal	Director, Unit Heads, Staff	100%	100%	100% All participants assisted	5.0	5.0	5.0	5.0	
	PI 2. Effectively acted Administrative/financial documents									
	PI 2.1 Number of official documents timely and effectively acted upon	Director, Unit Heads, Staff	30	1,336.67% (401/30)		5.0	5.0	5.0	5.0	Communications/requests, planning Documents (SWOT, ROAM, OTP, WFP, PPMP, OPCR, IPCR, other documents like manuals), applications, personnel documents (DTR, renewal contracts, etc), all documents related to function of and acted upon by units
	PI 2.2 Number of quality procedure prepared/revised	Director, Unit Heads, Staff	Actual output	NA		NA	NA	NA	NA	Accomplished in Jan-Jun period
	PI 2.3 Number of administrative & management meetings conducted	Director, Unit Heads, Staff	12	91.6% (6/12)		5.0	5.0	4.0	4.67	Meetings with staff, with other units who have business with CCE.
	Average Rating									
OVPPRGEA	PI 2. Efficient Planning and Monitoring Services									
MFO 2. Planning, Management, and Monitoring	PI 2.1 Number of programs/ <u>activities</u> /projects (PAPs) planned	Director, Unit Heads, Staff								
Services	Number of programs designed to improve performance of graduates in licensure examination	Director, Unit	1	NA		NA	NA	NA	NA	Accomplished in Jan-Jun period

.

Number of programs developed to enhance faculty and staff capability		1	200% (2/1)	5.0	5.0	5.0	5.0	CPD for Professional Teachers; CPD for Foresters
VSU as accredited by PRC local CPD provider for professional teachers		Actual output	NA	NA	NA	NA	NA	Accomplished in Jan-Jun period
Number of programs with PRC accreditation for CPD units		1	200% (2/1)	5.0	5.0	5.0	5.0	CPD for Professional Teachers CPD for Foresters
PI 2. 2 Number of programs/ <u>activities</u> /projects (PAPs) implemented	Director, Unit Heads, Staff							
Number of review programs implemented		2	150% (3/2)	5.0	5.0	5.0	5.0	FLE and LEA Online Review Class
Number of online review programs offered		1	200% (2/1)	5.0	5.0	5.0	5.0	FLE and LEA Online Review Class
Number of faculty and staff trained in - house for CPD units		15	506% (76/15)	5.0	5.0	5.0	5.0	CPD for Professional Teachers
PI 2.3 Number of programs/ <u>activities</u> /projects (PAPs) monitored	Director, Unit Heads, Staff							
Database on performance of VSU graduates in various licensure examinations		2	NA	NA	NA	NA	NA	Accomplished in Jan-Jun period
Database of experts as lecturers and coaches		2	100% (2/2)	5.0	5.0	4.0	4.67	FLE and LEA Online Review Class
Database on competency and skills – based trainings conducted		1	200% (2/1)	5.0	5.0	5.0	5.0	CPD for Professional Teachers CPD for Foresters
Database of experts as resource persons		1	200% (2/1)	5.0	5.0	5.0	5.0	CPD for Professional Teachers CPD for Foresters
Average Rating								

OVPPRGEA									
MFO 5. Other Functions	PI 1. Number of programs coordinated in preparation for harmonized offering of review classes	Director, Unit Heads, Staff	1	NA	NA	NA	NA	NA	Accomplished in Jan-Jun period
	PI 2. Number of professional development training/workshop coordinated	Director, Unit Heads, Staff	1	NA	NA	NA	NA	NA	Accomplished in Jan-Jun period
	Average Rating								
Total Over-all Rat	ing					6	4.34		
Average Rating						4	1.95		
Adjectival Rating						Outs	tanding		

Received	by:

**DILBERTO O. FERRAREN** 

Planning Office
Date: Of Jan wor

Calibrated by:

Chairman, PMT

Recommending Approval:

**DILBERTO O. FERRAREN** 

Vice Pres. for Planning, Res. Generation and Aux. Services
Date: 25 のにつり

Approved:

President

1/4/22 Date:

The College target should be equal to the consolidated target of the departments under the College.

To indicate in the remarks column the details of the targetted outputs for easy review and calibration.

<sup>\*\*\*</sup> No percentage weight for ranking purposes since the Office of the Dean is automatically attached to the highest ranking department under him.