## OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR) 2017

I, ELIEZER L. VELASCO, Head of the Registrar's 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 January to June 2017.

ELIEZER L. VELASCO

## **PERSONNEL:**

Office Head . . . . . 1 Casual . . . . . 3

Regular Staff . . . . 6

Job Order. . . . . . 3 TOTAL . . . 13

OFFICE:

: REGISTRAR'S OFFICE

BUDGET

: P2,669,337.50

MFOs/ PAPs	Success Indicators/Performance Indicators	Unit/Persons Responsible	Target	Actual Accomplis hment 2016	Actual Accomplis hment 2017		Remarks			
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
STUDENT SERVICES										
Student record evaluation Services	No. of student records evaluated for enrollment and graduation purposes	E. Olleras	7,000	100%	118% 8300	4	5	5	4.67	
	2.No. of Transcript of Records / certifications prepared and issued	R. Maala	3,000	100%	152% 3371	5	5	5	5	
	3.No. of Tentative candidates for latin honors computed & prepared for committee, UAC &Board of Regents meeting.	L. Daquipil	90	100%	152% 137	5	5	5	5	
,	4. No. of Cert. of Transfer credential /Transcript of Records prepared/issued	M. Bartolini	3,000	100%	121% 3649	5	4	5	4.67	
	5. No.of Credentials checked and enrolment forms issued to new students	M. Gucela	7,000	100%	118% 8300	5	4	4	4.33	

Student Records Management Services	· ·									
	No. of students records for Continuing & new students filed	A. Tan A. Lapeciros	7,000	100%	118% 8300	5	5	5	5	
	2.No. of Report of grades/ sorted / mailed to parents/distributed to dept.		7,000	100%	105% 7376	5	4	4	4.33	
	3. No. of class/ examination Schedules prepared/converted/printed/posted	A. Galenzoga	3,750	100%	126% 4726	4	4	5	4.33	
	<b>4.</b> No. of Statistical Reports prepared & submitted to CHED, DBM,DFA, BI, NICA, NBI & other agency		52	100%	100%	5	5	5	5	
4	5.No. of list of graduates submitted to PRC & CHED	$\downarrow$	1 set of 31 pages	100%	100%	5	5	5	5	
	6 No. of Report of grades Printed	J. Banzon	8,700	100%	104% 9055	5	5	4	4.67	
	7. No. of E-copy of grades generated and checked		3000	100%	100%	5	5	4	4.67	
	8. No. Class Roster/sorted/distributed/received/updated		2000	100%	133% 2675	5	4	4	4.33	
		Name Village		1000/		-		-		
	<b>9. No.</b> of computer programs for office needs prepared/updated:	Norman Villas	10	100%	100%	5	5	5	5	

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Other Outputs	No. of office documents, incoming and outgoint documents received / recorded / filed	N. Villas	9,600	100%	114% 11,000	5	5	5	5		
	2. No. of Requests of professors to change schedule of classes/conduct of examinations outside regular schedule and make-up classes.	- -	600	100%	100%	5	5	5	5		
	3. No. of meeting attended such as curriculum committee ,Academic/ Administrative Council and Ad Hoc Committees	E. Velasco	30	100%	100%	5	5	5	5		
* .	<b>4.</b> No. of documents signed by the Registrar	<b>1</b>	9,600	100%	114% 11,000	5	5	5	5		
	<ol><li>No. of Identification cards (I.D.for students and staff processed.</li></ol>	Norman Villas M. Bartolini	495	100%	100%	5	5	5	5		
New innovation	6. Devised a computer system putting registrar's services on-line: a) student grades b) departmental/Blocked Schedule c. Facebook d. Cumulus One	Norman Villas	4	100%	100%	5	5	5	5		
Total Over-all Rating						4.9	4.75	4.8	5		
verage Rating		kiji king kilo ki ki ki							4.86		
Adjectival Rating	OUTSTANDING	1							4.86		
Received by:	Calibrated by:  REMBERTO A. PATINDOL	Recommending Approval:  BEATRIZ S. BELONIAS					Approved by:  EDGARDO E. TULIN				
Planning Office	PMT <sup>®</sup>	Vige President					President				
Pate :	_	Date :					D	ate: _		ý.	
1 – quality	2 – Efficiency 3 - Timeliness										