

Visayas State University
Visca, Baybay City, Leyte



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **MANOLO B. LORETO, Jr.**, Head of the **UNIVERSITY STUDENT SERVICES 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, 2020.

MANOLO B. LORETO
Unit Head
Date: Dec. 21, 2020

BEATRIZ S. BELONIAS Ph.D.
Vice-President for Instruction
Date: _____

| MFO No. | MFO Description | Success/Performance Indicator (PI) | Units/Persons Responsible | Target | Actual Accomplishments | Rating | | | | Remark |
|------------------------------|------------------------------------|---|-----------------------------------|--------|------------------------|---------|------------|------------|---------|--|
| | | | | | | Quality | Efficiency | Timeliness | Average | |
| UMFO 1 SUPPORT TO OPERATIONS | | | | | | | | | | |
| MFO 1 | Recruitment and Admission Services | PI 1. Number of graduating high school students who took the entrance exam resulting from information drive | LBN, MBL, All Guidance Counselors | 8000 | 11434 | 5 | 5 | 5 | 5.00 | |
| | | PI 2. Number of high schools visited for information advocacy | LBN, MBL, All Guidance Counselors | 4 | 8 | 5 | 5 | 5 | 5.00 | a) Abellana NHS, Cebu City; b) Argao NHS, Cebu; c) Carmen NHS, Cebu; d) Cecilio Putong NHS, Tagbilaran City; e) Leyte NHS, Tacloban City; f) St. Joseph College, Maasin City; g) Sogod NHS, Sogod, |
| | | PI 3. Number of in-campus visitors attended to for information talk | LBN, MBL, All Guidance Counselors | | | | | | 0.00 | |

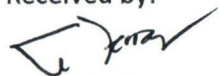
| | | | | | | | | | | |
|----------------------------------|--|---|-----------------------------------|------------------------------|-------|---|---|---|------|---|
| | | PI 4. Percentage of query by incoming students or parent/guardian attended to regarding program offering and other academic matters | LBN, MBL, All Guidance Counselors | 25% of incoming new students | | | | | | |
| | | PI 5. Number of incoming students evaluated in terms of enrolment requirements and enrolled | LBN, MBL, All Guidance Counselors | 2500 | 2,126 | 5 | 5 | 5 | 5.00 | |
| | | PI 6. Number of Career talk conducted at the different high schools by invitation | LBN, MBL, All Guidance Counselors | | | | | | | This cannot be accomplished due to travel ban declared by the VSU until December. |
| Guidance and Counseling Services | | PI 1. Number of guidance activities conducted: | MBL, All Guidance Counselors | | | | | | | |
| | | a. Initiated by the USSO | Guidance Counselors | 5 | 5 | 5 | 5 | 5 | 5.00 | DYDC Serbisyo Estudyante (Weekly Program) |
| | | | | | 5 | 5 | 5 | 5 | 5.00 | 5 Episodes of Serbisyo Kabataan |
| | | | | | 3 | 5 | 5 | 5 | 5.00 | Online Kumustahan with the LSI's faculty and staff |
| | | | | | 16 | 5 | 5 | 5 | 5.00 | Online Kumustahan with the students |
| | | b. Requested by other units or institutions | Guidance Counselors | 4 | 5 | 5 | 5 | 5 | 5.00 | Guesting at the DYDC various programs |
| | | | | | | | | | | "Kumustahan" between Baybay LGU and USSO |
| | | | | | 1 | 4 | 5 | 5 | 4.67 | Launching of NiKOPani with Component campuses |
| | | PI 2. Number of students who have availed of guidance services | All USSO staff | | | | | | | |
| | | PI 3. Percentage of students counselled | MBL, Guidance Counselors | 5% | 6% | 5 | 5 | 5 | 5.00 | Through online counselling |
| | | PI 4. Percentage of students with academic deficiencies followed-up | MBL, Guidance Counselors | 50% | 70% | 5 | 5 | 5 | 5.00 | Monthly reporting until February |
| | | PI 5. Percentage of new/referred students conducted psychological tests for vocational counselling | JAP, Admin Staff | | | | | | | |
| | | PI 6. Number of best practices on student guidance services | All USSO staff | 1 | 1 | 4 | 4 | 4 | 4.00 | Prepared list of honor students for the SY 2019- |

| | | | | | | | | | | |
|-------|---|---|------------------------------|------|------|---|---|---|------|---|
| MFO 2 | Student Welfare | PI 1. Number of students availing VSU dormitory facilities | MBL, MML | 1800 | 1649 | 3 | 5 | 5 | 4.33 | |
| | | PI 2. Number of students awarded with scholarships/grants and monitored | MBL, CAB, JFP | 300 | 966 | 5 | 5 | 5 | 5.00 | 2nd Sem, 2019-2020 only |
| | | PI 3. Number of best practices on student welfare services | All USSO staff | | | | | | | |
| MFO 3 | Student Development | PI 1. Number of students' seminars, forums, orientations, jobs fair/job seeking/SRA, conference, convention conducted/coordinated as calendared | All USSO staff | 2 | 4 | 5 | 5 | 5 | 5.00 | |
| | | PI 2. Number of best practices on student development | | 1 | 1 | 4 | 4 | 4 | 4.00 | Recognized student leadership and endeavor awardees, outstanding student organizations; and faculty/staff |
| MFO 4 | General Administration and Support Services | PI 1. Number of program/institutional accreditation related process supported | All USSO staff | 2 | 4 | 5 | 5 | 4 | 4.67 | None due to Covid |
| | | PI 2. Number of student services office coordinated | MBL, Guidance Counselors | 4 | 4 | 4 | 4 | 4 | 4.00 | |
| | | PI 3. Number of Off-Campus activities evaluated, endorsed and submitted to CHED RO 8 | MBL and CCT | 1 | 1 | 3 | 5 | 5 | 4.33 | |
| MFO 5 | Other Accomplishments | PI 1. Number of seminars/training/workshop invited as experts or resource person | MBL, All Guidance Counselors | 1 | 4 | 5 | 5 | 5 | 5.00 | |
| | | PI 2. Number of action research conducted, and analyzed | MBL, MAC, CAB & JAP | | 1 | 4 | 5 | 5 | 4.67 | Student Opinion Survey |
| | | PI 3. Number of Jobs Fair/SRA organized or coordinated | MBL, MAGC | 0 | 1 | 5 | 5 | 5 | 5.00 | 1 SRA organized prior to lockdown |
| | | PI 5. Number of appointments of advisers, campus ministers, DBGF, etc prepared | MBL, MML | 120 | 79 | 2 | 4 | 5 | 3.67 | |

| | | | | | | | | | | |
|--|--|---|----------------|-----|-----|-------------|---|---|------|--|
| | | PI 2. Percentage of shifting of courses/LOA/ID replacement/permits to hold classes/exams/activity and field trip permits and readmission approved within 1 hour | USSO staff | 90% | 96% | 4 | 5 | 5 | 4.67 | |
| MFO 6 | Efficient Customer-friendly Assistance | PI 1. Zero complaint from clients | All USSO staff | 0% | 0% | 5 | 5 | 5 | 5.00 | |
| MFO 7 | Continual Quality Improvement | PI 1. Number of Additional USSO Procedures and Guidelines registered at the QAC | All USSO staff | 3 | 5 | 5 | 5 | 4 | 4.67 | |
| | | PI 2. Number of USSO Procedures and Guidelines reviewed and improved | All USSO staff | 3 | 1 | 3 | 4 | 4 | 3.67 | |
| | | PI 3. Number of Student Services and Program uploaded on online platform and with flyers published | All USSO staff | 3 | 2 | 3 | 5 | 4 | 4.00 | |
| | | PI 4. Number of related student services manuals revised and endorsed for approval by the BOR | All USSO staff | 1 | 1 | 3 | 4 | 4 | 3.67 | |
| | | | | | | 134.00 | | | | |
| Number of Performance Indicators Filled-up | | | | | | 29 | | | | |
| Total Over-all Rating | | | | | | 4.62 | | | | |
| Average Rating | | | | | | | | | | |
| Adjectival Rating | | | | | | OUTSTANDING | | | | |

MBL = Manolo B. Loreto Jr; MML = Meriam M. Luna; JAP = Junito A. Panonce; CAB = Chona A. Brit; LBN = Lilian B. Nuñez

Received by:



Planning Officer

Date: _____

Calibrated by:

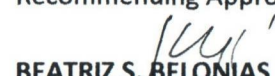


REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending Approval:



BEATRIZ S. BELONIAS

Vice Pres. for Instruction

Date: _____

Approved:



EDGARDO E. TULIN, Ph.D.

President

Date: _____