

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, MANOLO B. LORETO, Director, Office of the Director, NSTP 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 July to December, 2021

  
**MANOLO B. LORETO**  
 Dean of Students, ODS

Approved:  
  
**ALELLA VILLOCINO**  
 VP for Student Affairs and Services

Appointment/Status	Position Title	Number
Head	Director (Designated)	1
Coordinator, CWTS	Designated	1
Commandant, ROTC	Designated	1
Job Order	Clerk/Utility	1
<b>TOTAL</b>		<b>4</b>

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



	GASSs/PAPs	Success/Performance Indicator (PI)	Units/Persons Responsible	Target (July-December 2021)	Actual Accomplish ments	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
MFO 1	HIGHER EDUCATION SERVICES (50%)									
		PI 1.Total	MBL, CWTS							enrolled: 1,725 at 4hrs/meeting
		FTE,coordinated,implemented and monitored	Coordinator, ROTC	345	345	5	5	5	5.00	
		PI 2. Number of students advised*								
		On consultation	All staff	100	71	3	5	5	4.33	
		PI 3. Number of student organizations advised/assisted*								

		Student Organization advised	Director,CWTS Coordinator	1						Creation of the NSRC Chapter
		<b>PI 4.</b> Number of instructional materials developed*								
		OBE-Aligned Program of Instructions	Director,CWTS Coordinator,RO TC Commandant	2	1 CWTS OBE- Aligned	3	5	5	4.33	1 CWTS,1 ROTC
		On-line ready OBE-courseware	Director,CWTS Coordinator,RO TC Commandant	18	4 CWTS & 16 ROTC	5	5	5	5.00	8 CWTS, 10 ROTC
		Flexible instructional materials	Director,CWTS Coordinator,RO TC Commandant	18	4 CWTS & 16 ROTC	5	5	5	5.00	8 CWTS, 10 ROTC
		Assessment tools	Director,CWTS Coordinator,RO TC Commandant	25	26 CWTS & 2 ROTC	5	5	5	5.00	24 CWTS, 1 ROTC
		<b>PI 5.</b> Number of virtual classrooms created and operationalized	Director,CWTS Coordinator,RO TC Commandant	17	17 CWTS & 1 ROTC	5	5	5	5.00	1 Moodle, 1 Telegram(ROTC) 15 Google meet
		<b>PI 6.</b> Number of CWTS community projects implemented	Director,CWTS Coordinator		3 thematic projects (CWTS)	5	5	5	5.00	
		<b>PI 7.</b> Additional Outputs								

MFO 2	Support to Operations									
	OVPI MFO 1. Faculty Development Services	PI 8. Number of faculty sent for trainings, seminars, conferences	Director, CWTS Coordinator, ROTC Commandant	1 for each head	1 by Director	3	4	4	3.67	
OVPSAS STO 1 : ISO 9001:2015 ALIGNED DOCUMENTS										
	ODS STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 9. Percentage of clients served that rated the services rendered at least very satisfactory or higher	Director, CWTS Coordinator, ROTC Commandant	95% of clients rated services as very satisfactory or higher						Note: to get the final rating from QAC who analyze all customer feedback
		PI 10. Number of quality procedures registered at QAC	Director, CWTS Coordinator, ROTC Commandant	2 quality procedures registered						Enrollment and Community Engagement
		PI 11. Percentage implementation of processes in accordance with existing approved quality procedures	Director, CWTS Coordinator, ROTC Commandant	100% processes implemented according to QP						zero NC during external audit
		PI 12. Number/Percentage of reports submitted on time to partner agencies and other regulatory bodies	Director	100% reports submitted on time						Communication from partner agencies and transmittal for sybmission
		PI 13. Number of policies approved for embedding the CWTS program as part of Academic units (B.1)	Director	1 policy submitted	1 policy drafted	3	3	3	3.00	Integration of CWTS in Academic Department



		<b>PI 14.</b> Number of personnel added/assign to offices in NSTP(B1.2)	Director	1 Admin Aide	1 Admin Staff	3	5	5	<b>4.33</b>	to focus ROTC or CWTS
		<b>PI 15.</b> Number of NSTP Operation Manual drafted and submitted to UADCO (B.2)	Director, CWTS Coordinator, ROTC Commandant							
<b>OVPSAS STO 2: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS</b>										
	<b>ODS STO 2: ARTA Aligned frontline services</b>	<b>PI 16.</b> Efficient & customer friendly frontline service	Director, CWTS Coordinator, ROTC Commandant	Zero percent complaint from clients served	0 complaint	5	5	5	<b>5.00</b>	Note: Please refer to customer satisfaction survey result from QAC
<b>OVPSAS STO 3: INNOVATIONS AND BEST PRACTICES</b>										
	<b>ODS STO 3: Innovation &amp; New Best Practices Development Services</b>	<b>PI 17.</b> Number of new systems/innovations/proposals introduced and implemented	Director, CWTS Coordinator, ROTC Commandant	1 innovation	1 innovation	5	5	5	<b>5.00</b>	Requiring Digital Storytelling submission for the CWTS Projects
		<b>PI 18.</b> Number of request for expert services in seminar/workshops served/provided	Director, CWTS Coordinator, ROTC Commandant	1 expert services						
		<b>PI 19.</b> Number of best practices shared to other agencies and/or entries submitted to any search for best practices	Director, CWTS Coordinator, ROTC Commandant	1 best practices shared						

**UMFO 3: General Administrative and Support Services (GASS)**
**OVPSAS GASS 1: Administrative and Support Services Management**

	<b>ODS GASS 1: Administrative and Support Services</b>	<b>PI 12.</b> Number of administrative services and financial/administrative documents acted within time frame	Director	<b>100%</b> documents acted (with absolute figures)	100% acted within time frame	5	5	5	<b>5.00</b>	Honorarium of ROTC staff and CWTS Coordinators; Request of serial numbers of NSTP Graduates
		<b>PI 13.</b> No. of formal/informal linkages with external agencies maintained	Director, CWTS Coordinator, ROTC Commandant	5 Community with for CWTS Projects						
		<b>PI 14.</b> No of council/board/committee assignments served/functions performed	Director, CWTS Coordinator, ROTC Commandant	2 additional responsibilities	1	3	5	5	<b>4.33</b>	NSTP Director as Regional VP for PSNEI
		<b>PI 15.</b> No. of unit heads/staff meetings presided	Director, CWTS Coordinator, ROTC	10 staff meetings	meeting conducted	5	5	5	<b>5.00</b>	with CWTS Staff only
		Total Over-all Rating							<b>74.00</b>	
		Average Rating							<b>4.63</b>	
		Adjectival Rating							Outstanding	

Received

Calibrated by:

Recommending approval:

Approved by:

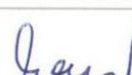

**DILBERTO O FERRAREN**

Planning Office

Date: 16 March 2022

**DANIEL LESLIE S. TAN**

Chairman, PMT

Date: MAR 14 2022

**ALELI A. VILLOCINO**

VP for Student Affairs and Services

Date: MAR 11 2022

**EDGARDO E. TULIN**

University President

Date: 3/16/22

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average