

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **RAYMUND M. IGCASAMA**, Head, Admissions Office commits to deliver and agree to be rated on the attainment of the following ACCOMPLISHMENTS in accordance with the indicated measures for the period January - June, 2024.



**RAYMUND M. IGCASAMA**

Head, Admissions Office

Date 7/10/24

Approved: 

**ALELI A. VILLOCINO**

VP for Student Affairs and Services

Date 11 JUL 2024





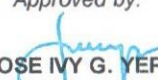
*LEON T. DAYSA*

Appointment/Status	Position Title	Number	Rating Equivalents:	Rating
Designated	Head	1	5 - Outstanding	
Job Order	Clerk (Admin Aide)	1	4 - Very Satisfactory	
	IT Staff	3	3 - Satisfactory	
Regular	Administrative Officer	1	2 - Fair	
	TOTAL	6	1 - Poor	

GASSs/PAPs	Success Indicators	Office/Person Responsible	Target (January-December)	Actual Accomplishment	Q1	E2	T3	A4	Remarks
<b>UMFO 1. WORLD CLASS EDUCATION</b>									
<b>Knowledge Sharing</b>	PI 1. Efficient and effective Admission Services	AdO Head, Admin Officer, Staff	90%	95%	4	5	5	4.67	
	PI 2. Efficient and effective facilitation of student admission application	AdO Head, Admin Officer, Staff	95%	95%	5	5	5	5.00	
	PI 3. Linkages forged and maintained	AdO Head, Admin Officer, Staff	1	1	4	5	5	5.00	Cebu City DepEd with approved communication letter
<b>Quality Assurance</b>	PI 1. Efficient and effective delivery of quality procedure	AdO Head, Admin Officer, Staff	100%	100%	5	5	5	5.00	
	PI 2. Percentage of NCs received and acted	AdO Head, Admin Officer, Staff	100%	100%	5	5	5	5.00	No NC
	PI 3. Percentage of CARs received and acted	AdO Head, Admin Officer, Staff	100%	100%	5	5	5	5.00	No CAR
	PI 4. Response to OFIs of the 5th IQA and SSA	AdO Head, Admin Officer, Staff	100%	85%	5	4	4	4.33	6 complied already out of 7 OFIs
<b>Support to Students</b>	PI 1. Efficient and effective conduct of VSU CAT	AdO Head, Admin Officer, Staff	100%	100	4	5	5	4.67	Online and face-to-face Exam
	P2. Number of incoming students evaluated in terms of admissions requirements	AdO Head, Admin Officer, Staff	10000	13804	5	5	5	5.00	Successful takers via online and face to face
	PI 3. Number of incoming students admitted and evaluated in terms of enrollement requirements	AdO Head, Admin Officer, Staff	2500	2236	5	5	5	5.00	The enrollment of incoming students is still on going

**UMFO 2. General Administration and Support Services**

<b>OVPSAS STO 2. GASS</b>	<b>PI 1.</b> Percentage of Reports submitted on time to partner agencies/offices and other regulatory bodies	AdO Head, Admin Officer, Staff	100 % reports submitted on time	<b>100%</b>	5	5	5	5.00	
	<b>PI 2.</b> Percentage of documents and records received and systematically filed and recorded within the day of receipt.	AdO dDRCs	100%	<b>100%</b>	5	5	5	5.00	
	<b>PI 3.</b> Percentage of clients served that rated the services rendered at least very satisfactory or higher	AdO Head, Admin Officer, Staff	95% of clients rated services as very satisfactory or higher	95%	4	5	5	4.67	
	<b>PI 4.</b> Percentage of administrative services and financial/ administrative documents acted within time frame	AdO Head, Admin Officer, Staff	100% documents acted (with absolute figures)	292 documents	5	5	5	5.00	
	<b>PI 5.</b> No. of council/board/committee assignments served/functions performed	AdO Head, Admin Officer, Staff	5 committees	15	4	5	5	4.67	
	<b>PI 6.</b> No. of unit heads/staff meetings presided and attended	AdO Head, Admin Officer, Staff	2 committee meetings per month	33	5	5	5	5.00	
	<b>PI 7.</b> Number of complied procedure in tracking documents	AdO Head, Admin Officer, Staff	1	1	5	5	5	5.00	AdO PM
	<b>PI 8.</b> Number of quality procedures and forms revised/updated/registered at the Quality Assurance Center	AdO Head, Admin Officer, Staff	1	1	5	5	5	5.00	AdO PM
	<b>PI 9.</b> Percentage implementation of processes in accordance with existing approved quality procedures	AdO Head, Admin Officer, Staff	100% processes implemented according to QP	<b>100%</b>	5	5	5	5.00	
	<b>PI 10.</b> Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit	AdO Head, Admin Officer, Staff	100% ISO compliant evidences readily available	<b>85%</b>	5	4	5	4.67	

UMFO 3 INNOVATIONS & BEST PRACTICES									
<b>OVPSAS STO 3:</b> <b>Innovations &amp; new</b> <b>Best Practices</b> <b>Development</b> <b>Services</b>	PI 1. Number of new systems/innovations/proposals introduced and implemented	AdO Head, Admin Officer, Staff	1	2	5	5	5	5.00	Admission App, Radio Program
	PI 2. Number of best/good practices shared to other agencies and/or entries submitted to any search for best practices	AdO Head, Admin Officer, Staff	1	2	5	5	5	5.00	
Total Over-all Rating								107.68	
Average Rating								4.89	
Adjectival Rating								Outstanding	
Received by:  <b>TONI MARC L. DARGANTES</b> Planning Office Date: <u>JUL 12 2024</u>		Calibrated by:  <b>ELWIN JAY V. YU</b> Chairman, PMT Date: <u>7/22/24</u>		Approved by:  <b>PROSE IVY G. YEPES</b> President Date: <u>9/6/24</u>					