



VISAYAS
STATE UNIVERSITY

OFFICE OF THE BOARD SECRETARY

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OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **GUIRALDO C. FERNANDEZ, JR.**, Head of the **OFFICE OF THE BOARD SECRETARY** 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**.

GUIRALDO C. FERNANDEZ, JR.

Head of Unit

Approved: [Signature]

EDGARDO E. TULIN

President 2/28/22

Appointment	Appointment/ Status	No.
Head	Board Secretary	1
Admin./Regular	Admin. Officer III	1
Admin/Casual	Admin. Aide III	1
Total		3

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

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS - MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS	P11 Number of BOR Meetings facilitated	GC Fernandez, Jr. VV Balbarino, AD Israel	5 meetings	2 meetings	5	5	5	5.00	
	P12 Number of Pages of Completed BOR Minutes of Meetings	GC Fernandez, Jr.	40 pages	65 pages	5	5	5	5.00	
	P13 Number of BOR Full Blown Resolutions Prepared	GC Fernandez, Jr.	25 BOR Resolutions	8 BOR Resolutions	5	5	5	5.00	
	P14 Number of BOR Matrix of Actions Prepared	GC Fernandez, Jr. VV Balbarino	2 Matrix of Actions	2 Matrix of Actions	5	5	5	5.00	
	P15 Number of Excerpts of BOR Minutes of Meetings Prepared	VV Balbarino	25 Excerpts	-	-	-	-	-	

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
	PI6 Number of pages/documents scanned & converted into a PDF File for BOR Deliberations (Teleconference)	AD Israel	50 pages	80 pages	5	5	5	5.00	
	PI7 Number of BOR Proceedings Transcribed	VV Balbarino	2 Proceedings	2 Proceedings	5	5	5	5.00	
	PI8 Number of Letter Requests Prepared and Approved by BOR Chair to Route BOR Referendum	GC Fernandez, Jr.	5 Requests	8 Requests	5	5	5	5.00	
OUS - MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY	PI1 Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	GC Fernandez, Jr. VV Balbarino AD Israel	3 Meetings	10 Meetings	5	5	5	5.00	
	PI2 Number of pages of Completed UADCO & UAC Minutes of Meetings	GC Fernandez, Jr.	40 pages	50 pages	5	5	5	5.00	
	PI3 Number of UADCO/UAC Proceedings Transcribed	VV Balbarino	3 proceedings	8 proceedings	5	5	5	5.00	
	PI4 Number of pages/documents scanned & converted into a PDF File for UADCO & UAC Discussions (Teleconference)	VV Balbarino AD Israel	5 documents	50 documents	5	5	5	5.00	
	PI5 Number of Referendum Materials prepared for University Academic Council Action	VV Balbarino	15 Materials	3 Materials	5	5	5	5.00	
	PI6 Number of special / ADHOC Committee Meetings attended	GC Fernandez, Jr.	3 meetings	3 meetings	5	5	5	5.00	

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS - MFO 3. ADMIN. GENERAL SUPPORT SERVICES	PI1 Number of Requests Received	AD Israel	5 documents	25 documents	5	5	5	5.00	
	Number of Requested Documents Released	AD Israel	5 documents	20 documents	5	5	5	5.00	
	PI2 Number of Documents Received for UADCO/UAC/BOR Meetings	AD Israel	25 Documents	65 Documents	5	5	5	5.00	
	PI3 Number of Vouchers for BOR PER DIEMs Prepared	VV Balbarino	2 Vouchers	2 Vouchers	5	5	5	5.00	
	PI4 Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted	GC Fernandez, Jr. VV Balbarino AD Israel	100% Submitted	100% Submitted	5	5	5	5.00	
	PI5 Number of ISO related documents prepared/complied	GC Fernandez, Jr. VV Balbarino AD Israel	3 documents	3 documents	5	5	5	5.00	
Total Over-all Rating					95	95	95	95.00	
Average Rating					5	5	5	5.00	
Adjectival Rating					Outstanding				

Received by:

Calibrated by:

Approved by:



DILBERTO O. FERRAREN

Vice President, PRGAS

Date: MAR 02 2022



DANIEL LESLIE S. TAN

Chairman, PMT

Date: MAR 02 2022



EDGARDO E. TULIN

President

Date: 2/28/22

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average