

Visayas State University  
**ONLINE PROGRAMS OFFICE**  
Visca, Baybay City, Leyte

**OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)**

I, EDITHA G. CAGASAN, Head of the ONLINE PROGRAMS OFFICE (Open University, MMDC, VSU Printing Press), 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, 2017.

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**EDITHA G. CAGASAN**

Head, Online Programs Office

Date: \_\_\_\_\_

INFORMATION ON PERSONNEL

Personnel	Number
Head of Online Programs Office (designee)	1
Education Research Assistant (on study leave)	
Clerk	1
Audiovisual technician	1
Utility/messenger (job order)	1
Printing press staff	1
E-learning website administrator	1

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments		Rating			Remark	
					% Accomplishment as of Dec. 2016	Details of Accomplishments	Quality	Efficiency	Timeliness		Average
UMFO		1: Advanced Education Services									
OVPI/PO MFO 1. Graduate Degree Program Management Services											
	PI 1: Number of extramural graduate degree specializations implemented/coordinated		Office head, ERA, Online Educ Systems Admin (OESA)	4	125.0%	5	5	5	5.00	MAGDev with majors in Language Teaching, Agronomy, Agricultural Education, Agricultural Extension, Animal Production (plus 3 specializations that can be taken as cognate: Dev't Communication, Ag Economics, Plant Protection)	
	PI 2: Total FTE monitored		Office Head, ERA, clerk, OESA	13	305.2%	39.67	5	5	5	5.00	This covers FTEs of professors handling extram subjects in the 1st sem of 2017-2018 (Aug - Dec 2017);

PI 3: Percentage increase in number of extramural graduate students enrolled	Office head, ERA, OESA	1.0%	5800.0%	58%	5	5	5	5	5.00	Last semester, there were only 18 enrollees for extramural courses. In the first semester this school year, the number of enrollees increased to 43.
<b>OVP/IOPO MFO 2. Graduate Student Management Services</b>										
PI 1: Number of graduate students awarded with scholarship/ assistantship	OPO head, ERA	2	200.0%	4	5	5	5	5	5.00	They are scholars of the NGOs where they are working
PI 2: Percentage of graduate students awarded with scholarship/ assistantship who graduated within prescribed period										
PI 3: Number of graduate students awarded with honors/distinction	OPO Head, ERA									
<b>UMFO 5. Support to Operations (STO)</b>										
<b>OVP/IOPO MFO 7. Distance Education Services</b>										
PI 1: Number of distance education curricular programs implemented	OPO head, ERA, other Open U staff	4	125.0%	5	5	5	5	5	5.00	MAGDev with majors in Language Teaching, Agronomy, Agricultural Education, Agricultural Extension, Animal Production (plus 3 specializations that can be taken as cognate: Dev't Communication, Ag Economics, Plant Protection)
PI 2: Percentage increase in the number of extramural students enrolled	OPO head, ERA, other Open U staff	1.0%	5800.0%	58%	5	5	5	5	5.00	Last semester, there were only 18 enrollees for extramural courses. In the first semester this school year, the number of enrollees increased to 43.
PI 3: Number of extramural students graduated within the prescribed period	OPO head, ERA, other Open U staff									
PI 4: Number of e-classrooms developed/maintained for the online courses to be offered	Course site/ systems administrator	1	1300.0%	13	5	5	5	5	5.00	13 e-classrooms have already been created but contents are still being continuously built
<b>OVP/IOPO MFO 10. Video Documentation and Other Related Services</b>										
PI 1: Number of job requests served	OPO Head, AV technician, clerk, utilityman	100	320.0%	320	5	5	5	5	5.00	Include requests for video documentation, video editing, video grabbing, CD burnin & labelling, operation of AV equipment during trainings/seminars/classes, repair of equipment, printing, bookbinding, etc.
<b>OVP/IOPO MFO 11. Printing and Binding Services</b>										
PI 1: Number of job requests served	OPO head, printing press staff, clerk, AV technician, utilityman	50	144.0%	72	5	5	5	5	5.00	




OVI/OPO MFO 12: Instructional Materials Development Services									
PI 1: Number of courseware/IMs development workshops conducted	OPO head, ERA, other OPO/MMDC staff	1	300.0%	3	5	5	5	5.00	1 in VSU Main; 1 in VSU Villaba, 1 in VSU Alangalang
PI 2: Number of instructional materials/learning modules developed/reviewed/reproduced/distributed to students	OPO Head, ERA and other staff	3	633.3%	19	5	5	5	5.00	6 workbooks done reviewing by technical reviewers; application for ISBN/Copyright will be done in the early part of 2018; 13 IMs (lab guides, lecture guides, etc.) reviewed and given certification to have followed the VSU format
<b>UMFO 6. General Administration and Support Services (GASS)</b>									
<b>OVI/OPO MFO 1. Administrative and Facilitative Services</b>									
PI 1: Number of colleges, departments, units, projects and/or classes served	OPO/MMDC/PP staff	50	250.0%	125	5	5	5	5.00	
PI 2: Number of university committees/boards/council served	OPO/MMDC/PP staff	15	200.0%	30	5	5	5	5.00	
PI 9: Number of documents/reports prepared, reviewed/processed	OPO head, clerk, utilityman, other OPO staff	200	210.0%	420	5	5	5	5.00	
<b>OVI/OPO MFO 2. Frontline Services</b>									
PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	no complaint	no complaint	no complaint	5	5	5	5.00	
<b>OTHER INITIATIVES</b>									
1. Number of webpages developed (OPO/VSUOU page)	Course site/ systems administrator	2	200.0%	4	5	5	5	5.00	Currently maintaining OU facebook page, OU page in VSU website, VSU email, etc.
2. Number of information drive activities conducted	OPO Head, ERA, Course site/ systems administrator	2	300.0%	6	4	5	4	4.33	Include trips to schools and institutions/agencies in other places, sending of info through emails and giving of OU brochures to participants of trainings conducted by VSU.
3. Number of tracer study/other studies/projects implemented	OPO Head, OPO/MMDC/PP staff, RA	1	200.0%	2	4	5	4	4.33	GTS and Impact of scholarships on the academic performance of Graduate students
<b>Total Over-all Rating</b>									
Average Rating					<b>88.667</b>				
Adjectival Rating					<b>4.926</b>				


Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Calibrated by: \_\_\_\_\_

  
**REMBERTO A. PATINDOL, Ph.D.**  
Chairman, PMT  
Date: \_\_\_\_\_

Recommending Approval: \_\_\_\_\_

  
**BEATRIZ S. BELONIAS, PhD**  
Vice Pres. for Instruction  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_

  
**EDGARDO E. TULIN, Ph.D.**  
President  
Date: \_\_\_\_\_