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

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)



I, **JESUS FREDDY M. BALDOS**, Head of the **ONLINE PROGRAMS 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 **July to December 2022**.

[Signature]
JESUS FREDDY M. BALDOS
Head, Online Programs Office
Date: **DEC 23 2022**

Approved:

[Signature]
BEATRIZ S. BELONIAS
VP for Academic Affairs
Date: **DEC 23 2022**

INFORMATION ON PERSONNEL

Personnel	Number
Head of Online Programs Office (designee)	1
Administrative Officer V	1
Education Research Assistant	0
Admin Aide VI (Audiovisual Technician)	0
Utility/Messenger (Job order)	1
Admin Aide IV (Printing Press Staff)	0
Admin Assistant II (E-learning Website Administrator)	1
Data Encoder (Job Order)	0

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 June 2021	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	
UMFO	1: Advanced Education Services										
OVPI/OPO MFO 1. Graduate Degree Program Management Services											
	PI 1: Number of extramural graduate degree specializations implemented/coordinated	Office head, AO V, Online Educ Systems Admin (OESA)	9	122.2%	11	5	5	5	5	5.00	MAGDev with majors in Language Teaching, Agronomy, Agricultural Education, Agricultural Extension, Animal Production, Agricultural Economics, Development Communication, Plant Pathology, Plant Protection, Entomology; plus 1 specialization which can be taken as cognate (Food Science and Technology)

PI 2: Total FTE monitored	Office Head, AO V,	40	212.8%	85.11	5	5	5	5.00	Accomplishment reflected here covers FTEs in the 1st Sem of 2022-2023 (77 courses handled by 35 graduate faculty)
PI 3: Percentage increase in number of extramural graduate students enrolled	Office head, AO V, OESA,	2.0%	160.00%	80	5	5	5	5.00	In the First Sem of SY 2021-2022, there were 49 students enrolled in extram courses; but in the First Sem of 2022-2023, there were 80 students who enrolled in extramural courses.
OVPI/OPO MFO 2. Graduate Student Management Services									
PI 1: Number of graduate students awarded with scholarship/assistantship	OPO head, AO V	1	100.0%	1	5	5	4	4.67	At first, we did not include scholarship to our distance education students presently enrolled in the program. However, the CHED-SIKAP scholarship opened some slots to our MAgDev program, thus we encouraged our DE students to avail of the scholarship even if they are working and could not attend the regular face-to-face classroom instructions.
PI 2: Percentage of graduate students awarded with scholarship/assistantship who graduated within prescribed period	OPO head, AO V								Not included in the target since most of the distance education students are working so they carry load below the regular load and usually cannot finish within 2 years.
PI 3: Number of graduate students awarded with honors/distinction	OPO head, AO V								Not included in the target since most of the distance education students carry load below the regular load that should be carried by students awarded with honors.
UMFO 5. Support to Operations (STO)									
OVPI/OPO MFO 7. Distance Education Services									
PI 1: Number of distance education curricular programs implemented	Office head, AO V, Online Educ Systems Admin (OESA)	9	122.2%	11	5	5	5	5.00	MAgDev with majors in Language Teaching, Agronomy, Agricultural Education, Agricultural Extension, Animal Production, Agricultural Economics, Development Communication, Plant Pathology, Plant Protection, Entomology; plus 1 specialization which can be taken as cognate (Food Science and Technology)
PI 2: Percentage increase in the number of extramural students enrolled	Office head, AO V Online Educ Systems Admin (OESA)	2.0%	160.00%	80	5	5	5	5.00	In the First Sem of SY 2021-2022, there were 49 students enrolled in extram courses; but in the First Sem of 2022-2023, there were 80 students who enrolled in extramural courses.
PI 3: Number of extramural students graduated within the prescribed period	Office head, AO V, Online Educ Systems Admin (OESA)								
PI 4: Number of e-classrooms developed/maintained for the online courses to be offered	Course site/ systems administrator	10	350.0%	35	4	4	4	4.00	
PI 5: Number of user accounts created/ maintained	Course site/ systems administrator	39	205.1%	80	5	5	4	4.67	
OVPI/OPO MFO 12: Instructional Materials Development Services									
PI 1: Number of courseware/IMs development workshops conducted	OPO head, AO V, other OPO staff								

PI 2: Number of instructional materials/learning modules distributed online to students	OPO Head, AO V, DE faculty, and other OPO staff	24	329.2%	79	5	5	5	5.00	79 learning modules distributed
UMFO 6. General Administration and Support Services (GASS)									
OVPI/OPO MFO 1. Administrative and Facilitative Services									
PI 1: Number of colleges, departments, units, projects and/or classes served	OPO Head, AO V, other staff	40	137.5%	55	5	5	5	5.00	
PI 2: Number of university committees/ boards/council served	OPO Head, AO V, other staff	5	100.0%	5	5	4	5	4.67	
PI 9: Number of documents/reports prepared, reviewed/processed	OPO Head, AO V, other OPO staff	110	227.3%	250	5	5	4	4.67	
OVPI/OPO MFO 2. Frontline Services									
PI 1. Efficient and customer-friendly frontline service	Zero percent complaint from clients served	no complaint	no complaint	no complaint	5	5	5	5.00	
OTHER INITIATIVES									
1. Number of webpages developed (OPO/VSUOU page)/maintained	Course site/systems administrator	2	150.0%	3	5	4	4	4.33	2 websites (OPO/VOU; OU facebook page) OPO Newspaper
2. Number of information drive activities conducted	OPO Head, and other OPO staff	2	350.0%	7	5	5	4	4.67	Sending of information through emails and posting congratulatory messages for passing the compre exam that also inspired other DE students to finish the program. Personal talk with prospective MAgDev students who visited the office
3. Served as VSU Choral Ensemble Trainer/Conductor and the Faculty and Staff Chorale	AO V	3	133.3%	4	5	5	5	5.00	Conducted audition for the new members of the VSU Choral Ensemble as well as done the regular choir rehearsals in preparation for the Christmas Lighting Ceremony and other performances. Did regular practices to the members of the Faculty and Staff Chorale and performed during the 95th VSU Anniversary program, as well as during the two graduation ceremonies.
Total Over-all Rating					76.667				
Average Rating					4.792				
Adjectival Rating					Outstanding				

Received by:

TONI MARC L. DARGANTES

Planning Office

Date: 12/23/2022

Calibrated by:

DANIEL LESLIE S. TAN, Ph.D.

Chair, PMT

Date: JAN 04 2023

VF

Approved:

EDGARDO E. TULIN, Ph.D.

President

Date: 1/5/2023