

Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **MANOLO B. LORETO, Jr.**, Head of the **UNIVERSITY STUDENT SERVICES 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, 2019.

Manolo Loreto
MANOLO B. LORETO

Unit Head

Date: Jan. 16, 2020

Beatriz S. Belonias
BEATRIZ S. BELONIAS Ph.D.

Vice-President for Instruction

Date: Jan. 21, 2020

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1 SUPPORT TO OPERATIONS										
MFO 1	Recruitment and Admission Services	PI 1. Number of graduating high school students who took the entrance exam resulting from information drive	LBN, MBL, All Guidance Counselors							
		PI 2. Number of high schools visited for information advocacy	LBN, MBL, All Guidance Counselors							
		PI 3. Number of in-campus visitors attended to for information talk	LBN, MBL, All Guidance Counselors							
		PI 4. Number of incoming students or parent/guardian oriented on VSU course offerings and admission requirements	LBN, MBL, All Guidance Counselors							

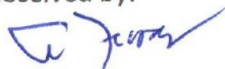
		PI 5. Number of incoming students evaluated in terms of enrolment requirements and enrolled	LBN, MBL, All Guidance Counselors							
		PI 6. Number of Career talk conducted at the different high schools by invitation	LBN, MBL, All Guidance Counselors							
Guidance and Counseling Services	PI 1. Number of guidance activities conducted:	MBL, All Guidance Counselors								
	a. Initiated by the USSO	Guidance Counselors	5	10	5	5	5	5.00	Monthly updating of 10 bulletin boards in USSO	
				4	5	5	5	5.00	4 flyers were produced on "Life's Inspirational Messages", "Coping with Stress and Anxiety", "Values Restoration Related"	
				10	5	5	5	5.00	Guidance seminars conducted by the USSO for the students in the Main and component campuses	
	b. Requested by other units or institutions	Guidance Counselors	5	3	5	5	5	5.00	VSU Campus Talk Guesting on support to students information	
				3	5	5	5	5.00	2 Seminars requested by the ATI and 1 workshop requested by Dulag Rehabilitation Center	
	PI 2. Number of students who have availed of guidance services	All USSO staff	800	2335	5	5	5	5.00		
	PI 3. Percentage of students counselled	MBL, Guidance Counselors	15%	21%	5	5	5	5.00		
	PI 4. Percentage of students with academic deficiencies followed-up	MBL, Guidance Counselors	90% of referred	80%	3	4	4	3.67		
	PI 5. Percentage of new/referred students conducted psychological tests for vocational counselling	JAP, Admin Staff	100%	100.00%	4	5	5	4.67		

		PI 6. Number of best practices on student guidance services	All USSO staff	1	1	5	5	5	5.00	Conducted the USS Days at the VSU-Eco Park to bring the services closer to the students
MFO 3	Student Welfare	PI 1. Number of students availing VSU dormitory facilities	MBL, MML	1800	1800	4	5	5	4.67	Full capacity of the VSU dormitories and cottages
		PI 2. Number of students awarded with scholarships/grants and monitored	MBL, CAB, JFP	800	1,323	5	5	5	5.00	Facilitated scholarships applications for VSU-Funded and Other-agency or privately funded scholarships
		PI 3. Number of best practices on student welfare services	All USSO staff							
MFO 4	Student Development	PI 1. Number of students' seminars, forums, orientations, jobs fair/job seeking/SRA, conference, convention conducted/coordinated as calendared	All USSO staff	3	5	5	5	5	5.00	Student Leader's Summit, Treasurer's and Secretaries Workshop, 3 Special recruitment activities by private companies
		PI 2. Number of best practices on student development								
MFO 5	General Administration and Support Services	PI 1. Number of program/institutional accreditation related process supported	All USSO staff	4	6	5	5	5	5.00	
		PI 2. Number of student services office coordinated	MBL, Guidance Counselors	4	5	5	5	5	5.00	IHK, VSU-Hospital, CAC, Security Office, IGP

MFO 6	Other Accomplishments	PI 1. Number of seminars/training/workshop invited as experts or resource person	MBL, All Guidance Counselors	3	4	5	5	5	5.00	M. A. Castañeda for the ATI and Dulag; M. B. Loreto for the Land Use Planning of VSU campuses
		PI 2. Exit survey conducted and analyze	JAP, MBL	1	1	5	5	5	5.00	On-going
		PI 5. Number of appointments of advisers, campus ministers, DBGF, etc prepared	MBL, MML	120	255	5	5	5	5.00	
		PI 2. Percentage of shifting of courses/LOA/ID replacement/permits to hold classes/exams/activity and field trip permits and readmission approved within 1 hour	USSO staff	90%	90%	4	5	5	4.67	
MFO 8	Efficient Customer-friendly Assistance	PI 1. Zero complaint unattended from clients	All USSO staff	0%	0%	5	5	5	5.00	
Number of Performance Indicators Filled-up						20				
Total Over-all Rating						97.67				
Average Rating						4.88				
Adjectival Rating						OUTSTANDING				

MBL = Manolo B. Loreto Jr; MML = Meriam M. Luna; JAP = Junito A. Panonce; CAB = Chona A. Brit; LBN = Lilian B. Nuñez

Received by:



Planning Officer

Date: _____

Calibrated by:

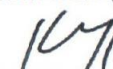


REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending Approval:



BEATRIZ S. BELONIAS

Vice Pres. for Instruction

Date: _____

Approved:



EDGARDO E. TULIN, Ph.D.

President

Date: _____