

OVPSAS

219450

OP 9/15/24

9-10-24
Jameson log

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)


I, **ALELI A. VILLOCINO**, Vice President for Student Affairs & Services commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January-December 2024.


ALELI A. VILLOCINO

Vice President for Student Affairs & Services

27 AUG 2024
Date

Approved:


PROSE IVY G. YEPES
University President

Date 9/16/24




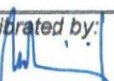
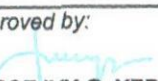
Appointment/Status	Position Title	Number	Rating Equivalents: 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Fair 1 - Poor
Designate/Permanent	Vice-President for Student Affairs & Services, Dean of Students, Head - Student Development Services, Student Welfare Services, Student Scholarship, Grants, Awards, Career and Job Placement Services, Institutional Student Programs and Services, Admissions Office, Student Internship and Volunteerism Office; Director - NSTP; CWTS Unit, Military Science and Tactics Unit	10	
Regular Staff	Librarians, Administrative Aide III, IV, VI	7	
Casual	ERA I, Administrative Aide III	2	
Job Order		6	
	TOTAL		

GASSs/PAPs	Success Indicators	Office Responsible	Target (January-December 2024)	Actual Accomplishments (January-June 2024)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1. WORLD CLASS EDUCATION									
Knowledge Sharing	PI 1. Efficient and effective Library Services	University Learning Commons	90%	117%	5	5	5	5	
	PI 2. Efficient and effective facilitating of student scholarship	Student Scholarship, Grants, Awards	95%	90%	4	4	4	4	
	PI 3. Linkages forged and maintained	SAS Offices, ULC, Admissions Office	5	6	5	5	5	5	Forged MOA
Quality Assurance	PI 1. Efficient and effective delivery of quality procedure	All offices	100%	99.50%	4	4	4	4	

GASSs/PAPs	Success Indicators	Office Responsible	Target (January-December 2024)	Actual Accomplishments (January-June 2024)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Support to Students	PI 1. Efficient and effective conduct of student support activities	SAS Offices	100%	100%	5	5	5	5	
	P2. Efficient and effective student welfare services	Student Welfare Office	95%	95%	5	5	5	5	
	PI 3. Efficient and effective student development services	Student Development Office	95%	95%	5	5	5	5	
	PI 4. Efficient and effective delivery of institutional student programs and services	Institutional Student Programs and Services Office	95%	85%	4	4	4	4	
	PI 5. Efficient and effective student career and job placement services	Career and Job Placement Services Office	95%	90%	4	4	4	4	
	PI 6. Degree programs with QJT as part of the curriculum	OVPSAS, Student Internship Coordinator	10	33	5	5	5	5	SIP Monitoring Matrix
Community Empowerment	PI 1. Students' engagement in community-oriented services	Student Development Services	95%	95%	5	5	5	5	
UMFO 2. General Administration and Support Services									
OVPSAS STO 2. GASS	PI 1. Percentage of Reports submitted on time to partner agencies and other regulatory bodies	OVPSAS, QMO, Student Scholarships, Grants and Awards, Admission Office	100 % reports submitted on time	97.50%	4	4	4	4	
	PI 2. Percentage of documents and records received and systematically filed and recorded within the day of receipt.	OVPSAS dDRCs	100%	100%	5	5	5	5	

GASSs/PAPs	Success Indicators	Office Responsible	Target (January-December 2024)	Actual Accomplishments (January-June 2024)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 3. Percentage of clients served that rated the services rendered at least very satisfactory or higher	OVPSAS, University Learning Commons, Admission, NSTP, CWTS, Dean of Students, Student Welfare Services, Student Development Services, Institutional Student Programs and Services, Career and Job Placement Services, Student Scholarship, Grants and Awards, Student Internship and Volunteerism Program	95% of clients rated services as very satisfactory or higher	95%	5	5	5	5	
	PI 4. Percentage of administrative services and financial/ administrative documents acted within time frame	OVPSAS and offices/units/departments	100% documents acted (with absolute figures)						
	PI 5. No. of council/board/committee assignments served/functions performed	OVPSAS, Dean of Students, Student Development Services, Institutional Student Programs and Services, Student Scholarship, Grants and Awards, NSTP, University Learning Commons, Admissions Office	10 committees	8 committees	4	4	4	4	
	PI 6. No. of unit heads/staff meetings presided	OVPSAS, Dean of Students, Student Development Services, Institutional Student Programs and Services, Student Scholarship, Grants and Awards, NSTP, University Learning Commons, Admissions Office, SIP Coordinators	5 committee meetings per month	8 committee meetings per month	5	5	5	5	
	PI 7. Number of complied procedure in tracking documents	OVPSAS, College Deans, Department Heads, Student Internship Program In-charge, other offices	40	40	5	5	5	5	

GASSs/PAPs	Success Indicators	Office Responsible	Target (January-December 2024)	Actual Accomplishments (January-June 2024)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 8. Number of quality procedures revised/updated/registered at the Quality Assurance Center	OVPSAS, Dean of Students Office, University Learning Commons, Department Student Internship Program In-charge, Student Welfare Services	1 quality procedure revised, 1 draft guidelines and procedure	16 quality procedures	5	5	5	5	1 QP from OVPSAS; 5 QPs from DSO; 1 QP from Admissions Office; 8 QPs from Library; 1 GL from Admissions Office
	PI 9. Percentage implementation of processes in accordance with existing approved quality procedures	OVPSAS, Dean of Students Office, University Learning Commons, Colleges/Departments/Units	100% processes implemented according to QP	100%	5	5	5	5	
	PI 10. Number of student internship manual approved	OVPSAS, Dean of Students, College Deans, Department Heads, Student Internship Program Incharge	1 internship manual	1 internship manual	4	4	4	4	Draft
	PI 11. Number of alternative internship plans approved	OVPSAS, College Deans, Department Heads, Student Internship Program In-charge	4 Internship Plans	4 internship plans	4	4	4	4	
	PI 12. Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit	OVPSAS, University Learning Commons, Admission, NSTP Office, CWTS Unit, Dean of Students Office, Student Welfare Services, Student Development Services, Institutional Student Programs and Services, Career and Job Placement Services, Student Scholarship, Grants and Awards, Student Internship and Volunteerism Program	100% ISO compliant evidences readily available	99.18%	4	4	4	4	
	PI 13. Percentage of NCs received and acted	All offices	100%	100%	5	5	5	5	
	PI 14. Percentage of CARs received and acted	All offices	100%	100%	5	5	5	5	
	PI 15. Response to OFIs of 5th IQA and SSA	OVPSAS, QMO	100%	100%	5	5	5	5	
UMFO 3 INNOVATIONS & BEST PRACTICES									

GASSs/PAPs	Success Indicators	Office Responsible	Target (January-December 2024)	Actual Accomplishments (January-June 2024)	Rating				Remarks
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<u>OVPSAS STO 3: Innovations & new Best Practices Development Services</u>	PI 1. Number of new systems/innovations/proposals introduced and implemented	OVPSAS, University Learning Commons, Admission, NSTP Office, CWTS Unit, Dean of Students, Student Welfare Services, Student Development Services, Institutional Student Programs and Services, Career and Job Placement Services, Student Scholarship, Grants and Awards, Student Internship and Volunterism Program	5	5	5	5	5	5	
	PI 2. Number of best/good practices shared to other agencies and/or entries submitted to any search for best practices	OVPSAS, Admissions Office, Dean of Students Office, Student Welfare Services, University Learning Commons, VSU CARES, Local Government Units,	5	5	5	5	5	5	Link with Municipal/City Health Office, Integrate menal health & well-being program in the curriculum
Total Over-all Rating								126	
Average Rating								4.7	
Adjectival Rating								"O"	
Received by: 		Calibrated by: 		Approved by: 					
TONI MARC L. DARGANTES Planning Office		MOISES NEIL V. SERINO Chairman, PMT		PROSE IVY G. YEPES Presdient					
Date: AUG 28 2024		Date: 9/3/24		Date: 9/6/24					