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## OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

Office of the Vice President for Planning, Resource Generation, & External Affairs

## I, DILBERTO O. FERRAREN, VICE-PRESIENT FOR PLANNING, RESOURCE GENERATION AND EXTERNAL AFFAIRS 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 - DECEMBER 2018.

DILBERTO O. FERRAREN

Head of Unit

Approved by:

EDGARDO E. TULIN

President

Personnel	Designation	Number
Head	VP for PRGEA	1
Regular Administrative Staff	Administrative Officer V	1
Regular Administrative Staff	Administrative Assistant II	1
Regular Administrative Staff	Administrative Aide III	1
Total		4

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

MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomp- lishment					
					Q	E	T	A	Remarks
UNIV MF06: GENERAL ADMINISTRATION & SUPPORT SERVICES									
	PI 1. Efficient & customer-friendly frontline service	PRGEA Staff	zero complaint	zero complaint	5	5	5	5.00	
	PI 2. Effectively acted Administrative/financial documents	PRGEA Staff	350	1143	5	5	5	5.00	
PRGEA MFO 1. Administrative and	PI. 3. Offices and personnel efficiently supervised and monitored (OAS/IGP, URC/CCE, and VMO)	VP	2	13	5	5	5	5.00	
Support services Management	P1.4. Administrative & management meetings effectively chaired	VP, BOM, IGP, PRGEA Staff	2	10	5	5	5	5.00	
	P1.4 Enhanced direct linkages with external agencies	VP, PRGEA Staff	3	5	5	5	5	5.00	
	P1.5 Percentage pre-implementation of 5s	VP, PRGEA Staff	30%	40%	5	4	5	4.67	
	Average Rating							4.95	

	PI 1. Proactive submission of university reports/ plans and documents as prescribed by DBM, CHED-HEMIS CHECKS, PIPOL-NEDA & VSU Annual Report								
	* DBM Quarterly Report of Operation (BAR) and Physical Plan 2019 (BED)	BP Bibera	2	3	5	5	5	5.00	
	* CHED-HEMIS CHECKS data update	DF Andres	5	18	5	5	5	5.00	
	* PIPOL-NEDA	J. Villas/AM Dargantes	3	10	5	5	5	5.00	
	* VSU Annual Report	VP, PRGEA Staff	1	1	5	4	5	4.67	
	PI 2. Efficient Planning and Monitoring Services								
	* Strategic Planning (Review & Monitoring)	VPs, PRGEA staff, Dean, Heads, stakeholders, ODAHRD & OP	1	2	5	5	4	4.67	
PRGEA MFO 2.	* Work and Financial Planning		1	1	5	5	4	4.67	
Planning, Management, and Monitoring Services	* Organizational Structure Planning		1	2	5	5	4	4.67	
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	PI 3. Performance Management Team (PMT) Secretariat Services  * OPCR Evaluation and Monitoring	PRGEA Staff	20	188	4	5	5	4.67	
	* No. of OPCRs facilitated	PRGEA Staff PRGEA Staff	20	188	5	4	5	4.67	
	* Efficient disseminaton of OPCR Rating Results	VP, PRGEA Staff	1	1	5	4	4	4.33	
	PI 4. Collaborative and regular monitoring of the transparency seal	BP Bibera	100%	100%	5	4	5	4.67	
	P1.5. Promptly provide data needed for vsu budget proposal	VP, PRGEA Staff, Budget	100%	100%	5	4	4	4.33	
	P1.6. Percentage of unit planning of PAPs based on Work & Financial Plan	Dept. Heads/Units/Deans/C enters	100%	100%	5	5	5	5.00	
	Average Rating							4.72	

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	PI 1. IGP and STF Services								
	* Monthly reports from IGP Office	VP, IGP Director & PRGEA Staff	75	205	5	5	5	5.00	
	* Annual Review of STF and RF projects	VP, BOM, IGP & PRGEA staff	1	1	5	5	5	5.00	
	* Regular Physical evaluation and monitoring of IGP Projects	VP, IGP Director	3	6	5	4	5	4.67	
PRGEA MFO 3.	P2. Review and updating of IGP and Housing guidelines and policies	VP, BOM Housing Commission, IGP Director, BOM	2	3	4	4	4	4.00	
Resource Generation	PI.3. Institutionalized data management and analysis of IGP Projects	VP, IGP Director/PRGEA Staff	1	1	5	5	4	4.67	
	P1.4. Percentage of RF/STF managers and concessionaires complying with requirements and policies set by the Board of Management	VP, IGP Director/PRGEA Staff	60%	75%	5	5	4	4.67	
	P1.5 Income generated from STF projects in support to instruction, research, and extension	VP, PRGEA staff, IGP Director, Budget Office	3M	7.01M	5	5	5	5.00	
	P1.6. Income generated from RF projects in support to univeristy projects	VP, IGP Director/PRGEA Staff	3M	6.49M	5	5	5	5.00	
	Average Rating							4.75	

PRGEA MFO 4. Innovations & Best Practices Management Services									
	P1. 1. Update of IGP Manual	VP, IGP Director, PRGEA staff	1	1	4	4	4	4.00	
	P1.2. No. of proposals for IGP, housing and related activities improvement	VP/IGP Director/PRGEA staff	2	2	4	4	4	4.00	
	P1.3 Operation manual for strat planning, work and financial planning	VPs, PRGEA staff, Dean, Heads, stakeholders, ODAHRD & OP	1	1	4	4	4	4.00	
	PI 3. Systematized management of VSU's food and lodging services	VP, IGP Director, PRGEA staff	1	1	4	4	4	4.00	
	Average Rating							4.00	
Total Over-all Rating	g						18.42		
Average Rating							4.60		
Adjectival Rating	Outstanding						ding		

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Calibrated by:

Approved by:

Planning Office

REMBERTO A. PATINDOL

Chairman, PMT

President