

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (O-PCR)

I, **RAYMUND M. IGCASAMA**, Head, Office of the Head of Admission 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 -December, 2022.

[Signature]

RAYMUND M. IGCASAMA

Head, Office of the Head of Admission

Date 03 January 2023

Approved:

[Signature]

ALELIA A. VILLOCINO

VP for Student Affairs and Services

Date JAN 04 2023






Appointment/Status	Position Title	Number
Designated	Head	1
Job Order	Clerk (Admin Aide)	1
	IT Staff	2
	TOTAL	4

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

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2022)	Actual Accomplishments (JULY-DECEMBER)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO OPERATIONS									-
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
Recruitment and Admission Services	PI 1. Number of incoming students evaluated in terms of admissions requirements and enrolled	Head and staff, OHA	2500	2591	5	5	5	5	.
OHA STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 2. Number of admissions forms revised/updated and registered at ODQA	Head and staff, OHA	1	6	5	5	5	5	FM-OHA-01 to FM-OHA-06
	PI 3. Percentage implementation of processes in accordance with existing approved quality procedures	Head and staff, OHA	zero non-conformity	zero non-conformity	5	5	4	4.67	
	PI.4 Percentage of ISO evidences compliant with existing Online Admission of Undergraduate Students in the New Normal Quality Procedures kept intact and readily available to Auditor	Head and staff, OHA	zero non-conformity	zero non-conformity	5	5	4	4.67	
OVPSAS STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2022)	Actual Accomplishments (JULY-DECEMBER)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
<u>OHA STO. 2: FOI aligned frontline services</u>	PI. 5 Percentage compliance of reporting requirements in accordance with FOI Manual								
OVPSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
<u>OHA STO 3: ARTA aligned frontline services</u>	PI. 6 Efficient & customer friendly frontline service	OHA staff	zero complaint	zero complaint	5	5	5	5	
OVPSAS STO4: INNOVATIONS & BEST PRACTICES									
<u>OHA STO 4: Innovations & new Best Practices Development Services</u>	PI. 1. Number of new systems/innovations/proposals introduced and implemented	OHA	1	1	4	5	5	4.67	Online career orientation for senior high school students
UMFO6: General Administrative and Support Services (GASS)									
OVPSAS GASS 1: Administrative and Support Services Management									
<u>OHA GASS 1: Administrative and Support Services</u>	PI 1. Number of administrative services and financial/ administrative documents acted within time frame	OHA	36	70	5	5	4	4.67	
	PI 2. No. of formal/informal linkages with external agencies maintained		1	1	5	4	5	4.67	DepEd- Marao NHS
	PI.14 No. of council/board/committee assignments served/functions performed	OHA	1	3	4	5	4	4.33	Admissions Committee, THE Impact Ranking, Institutional Accreditation Task Force
	PI.15 No. of unit heads/staff meetings presided	OHA	12	15	4	5	4	4.33	
	PI 1: Percentage of documents and records received systematically filed and recorded QRM form within the day of receipt	dDRC	100%	100%	5	5	5	5	
	PI 4: Percentage of documents delivered to different units	dDRC	100%	100%	5	5	5	5	
	PI (X): Response to NCs and CARs issuances	Head and staff, OHA	0%	100%	5	5	5	5	
	Response to OFI for 3rd IQA and 2nd surveillance audit	Head and staff, OHA	100%	100%	5	5	5	5	

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2022)	Actual Accomplishments (JULY-DECEMBER)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Percentage of NCs received and acted	Head and staff, OHA	0%	100%	5	5	5	5	
	Percentage of CARs received and acted	Head and staff, OHA	0%	0%	5	5	5	5	
		Total Over-all Rating							77
		Average Rating							4.81
		Adjectival Rating							outstanding
Received by:		Calibrated by:			Approved by:				
 TONI MARC L. DARGANTES Planning Office Date: <u>12/4/2023</u>		 DANIEL LESLIE S. TAN Chairman, PMT Date: <u>JAN 04 2023</u>			 EDGARDO E. TULIN University President Date: <u>1/5/2023</u>				

- 1- Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average