

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, MANOLO B. LORETO, Dean of Students, Office of the Dean of Students 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 31, 2020.

[Signature]

MANOLO B. LORETO
Dean of Students, ODS

Date

Approved:

[Signature]

ALELI A. VILLOCINO
VP for Student Affairs and Services



Appointment/Status	Position Title	Number
Head	Dean of Students (Designated)	1
Regular Staff	Guidance Coordinator III	1
	Guidance Counselor III	2
	Guidance Counselor I	1
	Admin. Officer III	1
Casual	Admin. Aide III	1
Job Order		1
	TOTAL	8
No. of Offices	Heads	6

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

GASSs/PAPs	Success Indicators	Persons Responsible	Target (July-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO OPERATIONS									
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODS STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	95% of clients rated services as very satisfactory or higher	98% rate	5	5	5	5.00	Report from the QAC

GASSs/PAPs	Success Indicators	Persons Responsible	Target (July-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI. 2. Number of quality procedures revised/updated and registered at QAC	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	3 quality procedures revised and registered	1 Distance/Online Counseling Procedure, 1 Guidelines for Conduct of Non-counseling Guidance Activities; 1 updated QP for online registration of student organizations; 1 drafted for procedure for Career Assessment Procedure	5	5	4	4.67	
	PI. 3. Percentage implementation of processes in accordance with existing approved quality procedures	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% processes implemented according to QP	100% implemented according to QP	5	5	5	5.00	zero NC during external audit
	PI. 4 Number/Percentage of Reports submitted on time to partner agencies and other regulatory bodies	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100 % report submitted on time	100 % report submitted on time	5	5	5	5.00	DOST Academic Scholars Academic Status; List of Scholars with Latin Honors and Scholars graduates; 2 PASUC surveys; CHED eRegions 7 & 8; LGUs; DA ACEF; LandBank of the Philippines
	PI.5 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% ISO compliant evidences readily available	100% implemented according to QP	5	5	5	5.00	c/o DRC Meriam Luna
OVPSAS STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODS STO. 2: FOI aligned frontline services	PI. 6 Percentage compliance of reporting requirements in accordance with FOI Manual	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% submission of required reports on time	100% report submitted on time	5	5	5	5.00	
OVPSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									

GASSs/PAPs	Success Indicators	Persons Responsible	Target (July-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ODS STO 3: ARTA aligned frontline services	PI. 7 Efficient & customer friendly frontline service	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	Zero percent complaint from clients served	0% complaint	5	4	5	4.67	Note: Please refer to customer satisfaction survey result from QAC
OVPSAS STO4: INNOVATIONS & BEST PRACTICES									
ODS STO 4: Innovations & new Best Practices Development Services	PI. 8. Number of new systems/innovations/proposals introduced and implemented	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	3 new systems implemented	139 Online Counseling; 20 episodes in Serbisyo Estudyante; Online Kumustahan; 5 episodes in Serbisyo Kabataan with UICC and DYDC; 1 Junior Peer Program Orientation	5	4	5	4.67	
	PI. 9. Number of request for expert services in seminars/workshops served/provided	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	3 expert services	3	4	5	5	4.67	In-Service Training for Plaridel National High School; Self-Care Seminar for VFES Faculty; Managing Anxiety for Student Leaders
	PI. 10. Number of best practices shared to other agencies and/or entries submitted to any search for best practices	MBL	2 best practices shared	2	4	5	5	4.67	Presented during the 25th PAPSAS International Convention and during PNVSCA Webinar for HEIs Participation on Volunteerism
	PI. 11. Number of action research conducted and analyze	CAB	1 action research	1	5	4	5	4.67	Student Needs Assessment
UMFO6: General Administrative and Support Services (GASS)									
OVPSAS GASS 1: Administrative and Support Services Management									
ODS GASS 1: Administrative and Support Services	PI. 12 Number of administrative services and financial/ administrative documents acted within time frame	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	500 documents acted within time frame	747 documents	5	5	5	5.00	108 Vouchers;78 CGMC;404 Student Clearance; 78 Shifting;72 Readmission; 7 LOA
	PI. 13 No. of formal/informal linkages with external agencies maintained	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	1 (DOLE, POEA, Industry, Employers)	3	4	4	5	4.33	DOLE and POEA maintained as government links; 1 private industry

GASSs/PAPs	Success Indicators	Persons Responsible	Target (July-December 2020)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI.14 Number of council/board/committee assignments served/functions performed	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	5	10	5	5	5	5.00	UADCO, Acad Council, ViFE, Undergrad Student Scholarship Committee, GAD, Alumni Communicator, LGU Link, Admission Committee; Enrolment Committee
	PI.15 No. of unit heads/staff meetings presided	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	1 ODS Monthly meeting.	8 regular meetings conducted	5	5	5	5.00	For ODS only
ODS GASS 2: Student Welfare Services	PI. 16 Number of guidance activities conducted	OSWS	16 guidance activities	16	4	4	4	4.00	
	PI. 17 Percentage of student counselled	OSWS	12% of the current student population	15%	5	5	5	5.00	
ODS GASS 3: Institutional Student Services	PI 18 Number of students availing VSU dormitory facilities	OISPS	1800 qualified students	52 students	3	4	4	3.67	Due to the declaration of no face-to-face classes for 1st semester, 2020-2021
	PI. 19 Number of students awarded with scholarships/grants and monitored	OISPS	700 qualified students, 25 B2HELP grantees	25 B2HELP grantees; 19 SamarLeyte Texas Scholarship; 4 TES-TDP; 1,231 VSU scholarship applicants processed	5	4	4	4.33	Due to the delayed opening of the classes for 1st sem, the deadline for application of scholarships was also postponed in the later date and consequently, delayed in the checking of grades from the Office of University Registrar
ODS GASS 4: Student Development Services	PI. 20 Percentage of student organizations applicants recognized two weeks after the deadline	ODS, OSDS	100% of the student organization applicants	80% of student organizations evaluated only	2	4	4	3.33	The student organizations found difficulty in seeking proposed advisers' signature in the commitment form
	PI. 21 Number of student organizations' community activities coordinated	OSDS	2	3	5	4	4	4.33	This includes the volunteerism activities done by the students themselves in their respective places
	PI. 22 Number of student development activities (eg. seminars/conference/training/tutorials, etc) conducted/endorsed/monitored	OSDS	30	44	5	5	5	5.00	

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					Q ¹	E ²	T ³	A ⁴	
		Total Over-all Rating						102.00	
		Average Rating						4.64	
		Adjectival Rating			Outstanding				

Received by:

DALISAY F. ANDRES

Planning Office

Date: _____

DANIEL LESLIE S. TAN
 Director for Planning and Infrastructure
 Project Development and Monitoring

FEB 05 2021

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending approval:

ALELI A. VILLOCINO

VP for Student Affairs and Services

Approved by:

EDGARDO E. TULIN

University President

Date: _____

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