



VISAYAS
STATE UNIVERSITY

Office of the University Secretary
Visayas State University
Visca, City of Baybay, Leyte

64H 11813
11/22



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **DANIEL M. TUdTUD, JR.**, Head of the **OFFICE OF THE UNIVERSITY/BOARD SECRETARY** 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** to **June 2019**.

DANIEL M. TUdTUD, JR.
Head of Unit

Approved:

EDGARDO E. TULIN
President

Appointment Status	Appoitment/ Status	No.
Head	Board Secretary V	1
Admin./Regular	Admin. Officer III	1
Admin/Casual	Admin. Aide III	1
TOTAL		3

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

OFFICE OF THE BOARD/UNIVERSITY SECRETARY

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS- MFO I. SECRETARIAT SERVICES TO THE BOARD OF REGENTS	PI1 Number of BOR Meetings facilitated	DM Tudtud, Jr. VV Balbarino	2 meetings	4 meetings	5	5	5	5	
	PI2 Number BOR Finance Committee (BOR-FC) Meetings facilitated	DM Tudtud, Jr.	2 meetings	4 meetings	5	5	5	5	
	PI3 Number of Pages of Completed BOR/BOR-FC Minutes of Meetings (Legal Size; double space)	DM Tudtud, Jr.	80 pages	195 pages	5	5	5	5	
	PI4 Number of Proceedings Transcribed	VV Balbarino	2 Proceedings	5 Proceedings	5	5	5	5	
	PI5 Number of BOR/ADMIN. Matrix of Actions Prepared	DM Tudtud, Jr.	2 Matrix of Actions	4 Matrix of Actions	5	5	5	5	
	PI6 Number of Resolutions Prepared/ Signed by the Board of Regents	DM Tudtud, Jr.	40 BOR Resolutions	105 BOR Resolutions	5	5	5	5	

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
	PI7 Number of BOR Agenda Folders Prepared Seven (7) Working Days before the Scheduled BOR Meeting	VV Balbarino AD Israel	30 Agenda Folders	60 Agenda Folders	5	5	5	5	
	PI8 Number of Excerpts of Minutes of Meetings Prepared (<i>Items without Full Blown Resolution</i>)	VV Balbarino	5 Excerpts (<i>after BOR confirmed/ approved Minutes of</i>)	7 Excerpts (<i>after BOR confirmed/ approved Minutes of</i>)	5	5	5	5	
	PI9 Number of BOR Referenda Prepared & Passed for Board Approval	DM Tugtud, Jr.	5 Referenda	20 Referenda	5	5	5	5	
	PI10 Number of University Diplomas Signed (<i>representing Chairman of the Board</i>)	DM Tugtud, Jr.	1,000 diplomas	1,500 diplomas	5	5	5	5	
	PI11 Number of Meetings Organized for the <i>Evaluation Committee for President (ECP)</i>	DM Tugtud	1 ECP Meeting	2 ECP Meeting	5	5	5	5	
	PI12 Number of pages of Completed ECP Reports	DM Tugtud	5 Pages	15 Pages	5	5	5	5	
	PI13 Number of Agenda Folders Prepared for ECP Meetings	VV Balbarino AD Israel	2 Agenda Folders	5 Agenda Folders	5	5	5	5	
	PI14 Number of Meetings Organized for the <i>Search Committee for Private Sector Representatives (SC-PSR)</i>	DM Tugtud	1 SC-PSR Meeting	1 SC-PSR Meeting	5	5	5	5	
	PI15 Number of pages of Completed SC-PSR Reports	DM Tugtud, Jr.	5 Pages	21 Pages	5	5	5	5	
	PI16 Number of Agenda Folders Prepared for SC-PSR Meetings	VV Balbarino AD Israel	2 Agenda Folders	5 Agenda Folders	5	5	5	5	
	PI17 Number of Background Investigation (BI) Conducted to Nominated Private Sector Reps	DM Tugtud	2 BIs	2 BIs	5	5	5	5	
	PI18 Number of BOR Investigation Committee (BOR-IC) Meetings conducted	DM Tugtud	1 meeting	2 meeting	5	5	5	5	
	PI19 Number of pages of Completed BOR-IC Reports	DM Tugtud	10 pages	25 pages	5	5	5	5	
	PI20 Number of documents Reproduced/ Prepared for BOR-IC Meetings	VV Balbarino AD Israel	5 documents	12 documents	5	5	5	5	
OUS- MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY	PII Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	DM Tugtud, Jr. VV Balbarino AD Israel	2 Meetings	4 Meetings	5	5	5	5	

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
	PI2 Number of pages of Completed UADCO/UAC Minutes of Meetings (Long Size; double space)	DM Tudit, Jr.	100 pages	160 pages	5	5	5	5	
	PI3 Number of UADCO/UAC Proceedings Transcribed	VV Balbarino	3 proceedings	3 proceedings	5	5	5	5	
	PI4 Number of Agenda Folders Prepared/ Distributed to the UADCO/UAC Members Three (3) Working Days before the Scheduled Meeting	VV Balbarino AD Israel	100 Agenda Folders	300 Agenda Folders	5	5	5	5	
	PI5 Number of documents screened and processed for conformity to BOR Requirements	DM Tudit, Jr. VV Balbarino	5 documents	25 documents	5	5	5	5	
	PI6 Number of Univ. Curriculum Committee Meetings attended	DM Tudit, Jr.	1 meeting	1 meeting	5	5	5	5	
	PI7 Number of special Meetings attended (per OP Special Order/OP Memo Received)	DM Tudit, Jr. VV Balbarino	1 meeting	1 meeting	5	5	5	5	
	PI8 Number of National/Regional/ Local special events attended/ facilitated (per OP Special Orders)	DM Tudit, Jr.	1 Special Event	1 Special Event	5	5	5	5	
OUS-MFO 3. STO	PI1 OUS Operation Manual	DM Tudit, Jr. VV Balbarino	1 Manual	1 Manual	5	5	5	5	
OUS- MFO4. ADMIN. GENERAL SUPPORT SERVICES	PI1 Number of Documents Received/Filed and Released	AD Israel	75 documents	120 documents	5	5	5	5	
	PI2 Number of Office Forms Prepared (Vouchers/Trip tickets/Purchase Orders/Travel Orders, etc)	AD Israel	25 Office Forms	50 Office Forms	5	5	5	5	
	PI3 Percentage of Cash Advances Liquidated	VV Balbarino AD Israel	100% Liquidated	100% Liquidated	5	5	5	5	
	PI4 Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted	VV Balbarino AD Israel	100% Submitted	100% Submitted	5	5	5	5	

Received by:



DILBERTO O. FERRAREN

Vice President, PRGEA

Date: _____

Calibrated by:



REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Approved by:



EDGARDO E. TULIN

President

Date: _____

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