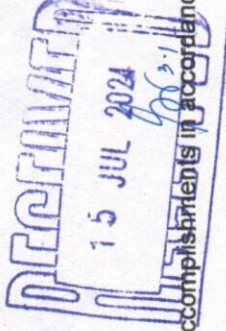


UNIVERSITY REGISTRAR

Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, MIRIAM M. DE LA TORRE, OIC-University Registrar commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January 1-June 30, 2024.




MIRIAM M. DE LA TORRE
OIC, University Registrar

July 8, 2024
Date

Approved:


ROTACIO S. GRAVOSO
VP for Academic Affairs

July 10, 2024
Date

MFOs/PAPs	Success/Performance Indicator (PI)	Unit/Persons Responsible	Target (Jan 1-Dec 31, 2024)	Actual Accomplishments (Jan-June)	Rating				Remarks
					Quality	Efficiency	Timeliness	Average	
UMFO 5: Support to Operations (STO)									
OVPA MFO 4: Registration Services									
OUR MFO 1: Registration and Graduation Services									
	PI 1. <u>Percentage of projected students officially enrolled and registered</u>	Registrar, IT Unit, Encoders	100% of projected students officially enrolled	100% of projected students officially enrolled (9104)	5	5	5	5.00	
	PI 2. <u>Percentage of requested validated COR and COG prepared, printed, signed, and released</u>	Registrar, IT Unit and releasing staff	100% of requested validated COR and COG	100% of requested validated COR and COG (1,013 COR and 5,946 COG)	5	5	5	5.00	
	PI 3. <u>Percentage of prepared class and exam schedules released for posting one (1) month before the scheduled enrollment and major exam</u>	Registrar, IT Unit, Encoders	100% of class and exam schedules	100% of class and exam schedules	5	5	4	4.67	
OUR MFO 2 : Graduation Services									
	PI 1. <u>Percentage of students identified as candidates for graduation</u>	Registrar, IT Unit, Course-in-charge	100% of prospective candidates for graduation identified	100% of prospective candidates for graduation identified	5	5	5	5.00	4.89

	PI 2. Percentage of graduating students evaluated and identified as candidates for honor graduates ranked and endorsed for approval	Registrar, IT Unit, Course-in-charge	100% of prospective honor graduates endorsed for approval	100% of prospective honor graduates identified (436)	4	5	5	4.67	
	PI 3. Percentage of Diploma prepared and processed for issuance to graduates	Registrar, IT Unit, Course-in-charge	100% of Diploma issued to graduates	100% of Diploma for graduates prepared for printing	5	5	5	5.00	
	PI 4. Percentage of TOR and certifications prepared, processed, signed, sealed and released as 1st issuance to graduates	Registrar, Course-in-charge	100% of 1st issuance TOR	100% of 1st issuance TOR (79)	5	5	5	5.00	
UMFO 6. General Administration and Support Services (GASS)									
OVPA MFO 1. Administrative and Facilitative Services									
OUR MFO 3: Evaluation and Authentication Services									
	PI 1. Percentage of requests for scholastic records checked, evaluated and verified	Registrar, IT Unit, Course-in-charge	100% of request for scholastic records	100% of request for scholastic records (Mid Year SY 2022-2023-2533, 2nd Sem SY 2023-2024-9557)	5	5	5	5.00	
	PI 2. Percentage of students scholastic records evaluated for identification of academic status/standing	Registrar, Course-in-charge	100% of students scholastic records	100% of request for scholastic records (Mid Year SY 2022-2023-2533, 2nd Sem SY 2023-2024-9557)	5	5	5	5.00	
	PI 3. Percentage of identified delinquent students endorsed for guidance and counseling	Registrar, Course-in-charge	100% of identified delinquent students	100% of identified delinquent students (23)	5	5	4	4.67	
OUR MFO 4: Student Records Management Services									
	PI 1. Percentage of student records updated and filed/stored in a secured designated shelves in the Records room	Registrar, Records Unit, Course-in-charge	100% of student records updated	100% of student records updated 6686	5	5	5	5.00	
	PI 2. Percentage of new student records prepared and filed/stored in a secured designated shelves in the Records room	Registrar, Records Unit, Course-in-charge	100% of new student records prepared	no new students during the rating period	5	5	4	4.67	
	PI 3. Percentage of student information encoded and stored in database	Registrar, IT Unit, Course-in-charge	100% of student information encoded in database	100% (578 credential)	5	5	5	5.00	

	PI 4. Number of inactive student records scanned and stored in electronic copies	Registrar, Records Unit	480 inactive student records scanned	1020 inactive student records scanned	5	5	4	4	4.67	
OUR MFO 5: Administrative & Facilitative Services										
	PI 1. Percentage of online requests and email queries responded on time	Registrar, Request Processing Unit, Course-in-charge	100% of submitted grade sheets	100% of submitted grade sheets (Accommodated 1,845 online requests from old link and 2,606 online requests from new link. Answered 3,794 queries from emails)	5	5	4	4	4.67	4.83
	PI 2. Percentage of submitted grade sheets reviewed, validated, and posted	Registrar, IT Unit, Admin & Office Quality Unit	100% of submitted grade sheets	98.19% of submitted grade sheets (2329 out of 2372)	5	5	5	5	5.00	
	PI 3. Percentage of requests for TOR, CAV, TC, and Certifications prepared, processed, and released	Registrar, Request Processing & Records Unit, Course-in-charge	100% of requested documents	100% of requested documents (TOR-1,290 Cert.-1,167)	5	5	4	4	4.67	
	PI 4. Percentage of requests for re-issuance of Diploma prepared, processed, and released	Registrar, IT Unit, Request Processing & Records Unit, Course-in-charge	100% of request for Diploma re-issuance	100% of request for Diploma re-issuance (37)	5	5	5	5	5.00	
	PI 5. Percentage of requests for correction of names/personal data in school records facilitated, prepared, processed, and released	Registrar, IT Unit, Course-in-charge	100% of request for correction of names/personal data	100% of request for correction of names/personal data (9)	5	5	5	5	5.00	
	PI 6. Percentage of requests for data related to enrollment, graduation, academic, etc. acted upon in accordance with DPA, FOI as well as VSU Code standards	Registrar, all OUR staff	100% of requests for data acted upon	100% of requests for data acted upon	5	5	5	5	5.00	
	PI 7. Percentage of grade completion encoded and posted in official grade sheets	Registrar, IT Unit, Admin & Office Quality Unit	100% of grade completion	100% of grade completion (8497)	5	5	4	4	4.67	
	PI 8. Percentage of request for dropping facilitated, encoded and filed	Registrar, IT Unit, Admin & Office Quality Unit, Records Unit, Course-in-charge	100% of request for dropping	100% of request for dropping (248)	5	5	5	5	5.00	
	PI 9. Percentage of Form 137 officially requested for issuance	Registrar, Request Processing & Records Unit, Course-in-charge	100% of Form 137 requested	100% of Form 137 requested (430)	5	5	5	5	5.00	

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OUR MFO 5: Frontline Services						
	PI 1. Efficient and customer-friendly frontline service	Registrar, all OUR staff	Zero percent of complaints not acted	Zero percent of complaints not acted	5	5
Innovations & Best Practices						
OUR MFO 6: Innovations and Best Practices						
	PI 1. Number of UR e-ticket system to be initially developed	Registrar, ICTMC, Unit Heads,	1	1	5	5
Total Over-all Rating						
Average Rating						
Adjectival Rating						
Calibrated by:						
Approved by:						
Outstanding						
					191.00	5.00
					4.92	5.00

Received by:

[Signature]
TONI MARC L. DARGANTES
 Planning Office

Date: JUL 15 2024

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

Calibrated by:

[Signature]
ELWIN JAY V. YU
 Chairman, PMT

Date: 7-15-24

Approved by:

[Signature]
PROSE IVY-S. YEPES
 President

Date: 9/16/24