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### OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

Colombian

Date: 30 June 2016

~~PTC A BATINDO!~~

BEATRIZ S. BELONIA

  
EDGARDO E. TULIN.

<i>Personnel</i>	<i>Number</i>	<i>FTE/sem</i>	<i>FTE/Summer</i>
Dean of Students	1		
Guidance Coordinator	1		
Guidance Counselors	5		
Education Specialist	1		
Admin Staff Members	2		

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1 SUPPORT TO OPERATIONS										

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
MFO 1	Recruitment and Admission Services	PI 1. Number of graduating high school students who took the entrance scholarship exam resulting from information drive								No Entrance Scholarship Examination conducted due to K-12 implementation
		PI 2. Number of high schools visited for information advocacy								No Entrance Scholarship Examination conducted due to K-12 implementation
		PI 3. Number of in-campus visitors attended to for information talk	LNS, Guidance Counselors	20	13	3	5	5	4.33	Due to low enrolment of new students
		PI 4. Number of incoming students and parent/guardian oriented on VSU course offerings and admission requirements	LNS, Guidance Counselors							
		PI 5. Number of incoming students evaluated in terms of enrolment requirements and enrolled	LNS, USSO Staff	150	165	5	5	5	5.00	Although the official enrolment period was until May, 2016, but enrolment was extended
		PI 6. Number of Career talk conducted at the different high schools by invitation	Guidance Counselors	1	3	5	5	5	5.00	a) CE 199 and GE 199; b) OJT Orientation
	Guidance and Counseling Services	PI 1. Number of guidance activities conducted:	MBL, All Guidance Counselors							
		a. Initiated by the USSO	Guidance Counselors	3	4	5	5	5	5.00	a) Bulleting Boards updated (2x), b) Production of flyers; c) Daily Orientation of New Students with Parent/Guardian, d) New VSU Scholars Orientation

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		b. Requested by other units or institutions	Guidance Counselors	6	12	5	5	5	5.00	a) VSU Campus Talk, DYDC (MBL, Castañeda); b) Boy-Girl Relationship by Builders; c) Personality Devlp & Social Graces, ATI; d) Anti-Hazing Law Reorientation (CCT & MBL), e) Leadership and Behavioral Seminar (CCT-resource person and facilitator), f) Pre-Departure Seminar for Nursing Students, g)
		PI 2. Number of students who have availed of guidance services	All USSO staff	1,000	645	2	5	5	4.00	
		PI 3. Percentage of students counselled	MBL, Guidance Counselors	4%	6%	5	5	5	5.00	
		PI 4. Percentage of students with academic deficiencies followed-up	MBL, Guidance Counselors	90% of referred	95%	5	5	5	5.00	
		PI 5. Percentage of new/referred students conducted psychological tests for vocational counselling	JAP, Admin Staff	100%	100.00%	4	5	5	4.67	
		PI 6. Guidance Manual Approved	MBL, All Guidance Counselors							
		PI 7. Number of best practices on student guidance services	All USSO staff	2	2	4	5	5	4.67	a) D/CBGF; b) Lifeskills



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MFO 3	Student Welfare	PI 1. Number of students availing VSU dormitory facilities	MBL, MML	1800	1800	4	5	5	4.67	
		PI 2. Number of students awarded with scholarships/grants and monitored	MBL, CAB, JFP	1000	2054	5	5	5	5.00	
		PI 3. Number of students assisted for SPES grant and others	MAGC, MBL	50	124	5	5	5	5.00	SPES and GSIS insurance coverage
		PI 4. Number of best practices on student welfare services	All USSO staff	1	2	5	5	5	5.00	Honors and Awards Convocation and UISB Open House
MFO 4	Student Development	PI 1. Number of students' seminars, forums, orientations, jobs fair/job seeking/SRA, conference, convention conducted/coordinated as calendared	All USSO staff	3	10	5	5	5	5.00	Job seeking (6 colleges), Special Recruitment Services (3), ESGP-PA NC III Training (1), Forum (2)
		PI 2. Number of best practices on student development		1	2	5	5	5	5.00	Honors and Awards Convocation
MFO 5	General Administration and Support Services	PI 1. Number of program/institutional accreditation related process supported	All USSO staff	10	12	5	5	5	5.00	
		PI 2. Number of student services office coordinated	MBL, Guidance Counselors	4	4	4	5	5	4.67	VSU Hospital, Security Office, Alumni, IGP,

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MFO 6	Other Accomplishments	PI 1. Number of seminars/training/workshop invited as experts or resource person	MBL, All Guidance Counselors	3	6	5	5	5	5.00	
		PI 2. Exit survey conducted and analyze		1	1	4	4	4	4.00	
		PI 3. Action Research		0	1	5	5	5	5.00	a) Customer Satisfaction
		PI 4. Percentage of notice of repayment schedule of STUFAP, SAFE Loan and other matter of the same nature	MBL, CAB	0	5	5	4	4	4.33	
		PI 5. Number of appointments of advisers, campus ministers, DBGF, etc prepared	MBL, MML	70	79	5	5	5	5.00	
MFO 7	Administrative and Support Services	PI 1. Number of issuance of requested certificates/excuse letters/good moral and other documents of the same nature	MML, MBL, CAB, CCTT	1,000	1852	5	5	5	5.00	
		PI 2. Percentage of shifting of courses/LOA/ID replacement/permits to hold classes/exams/activity and field trip permits and readmission approved within 1 hour	USSO staff	93%	95%	5	5	5	5.00	

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<b>MFO 8</b>	<b>Efficient Customer-friendly Assistance</b>	<b>PI 1.</b> Zero complaint unattended from clients	All USSO staff	0%	0%	5	5	5	5.00	
Number of Performance Indicators Filled-up						26				
Total Over-all Rating						125.33				
Average Rating						4.82				
Adjectival Rating						<b>OUTSTANDING</b>				

**MBL = Manolo B. Loreto Jr; MML = Meriam M. Luna; JAP = Junito A. Panonce; CAB = Chona A. Brit; LNS = Lucena N. Seroy**

Received by:

Calibrated by:

Recommending Approval:

Approved:

\_\_\_\_\_  
Planning Officer

Date: \_\_\_\_\_

  
**REMBERTO A. PATINDOL**

Chairman, PMT

Date: \_\_\_\_\_

  
**BEATRIZ S. BELONIAS**

Vice Pres. for Instruction

Date: \_\_\_\_\_

  
**EDGARDO E. TULIN, Ph.D.**

President

Date: \_\_\_\_\_