VISAYAS STATE UNIVERSITY

INSTRUCTIONAL MATERIALS DEVELOPMENT OFFICE

Floor, Adminsitration Building
Visayas State University, Visca, Baybay City, Leyte
Email: oimd@vsu.edu.ph
Website: www.vsu.edu.ph

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

RECEIVED
DATE: JUL 1 2 2023
BY
(OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION AND AUXILIARY SERVICES)

I, **Dr. NANCY D. ABUNDA,** Head of Instructional Materials Development, commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **January - June, 2023.**

NANCY D. ABUNDA
Head, IMDO
Date: July 12, 2023

MA. RACHEL KIM L. AURE
Director, IEO
Date: July 12, 2023

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

| MFO No. | Success/Performance Indicator (PI) | Units/Persons Responsible | Department Target | Actual Accomplishments | | Rating | | | | Remark (Details of the targetted output indicators with **) | % weight |
				% Accom-plishment (Jan-June, 2023))	Details of Accom-plishments	Quality	Efficiency	Timeliness	Average		
MFO 12	**Instructional Materials Development Services**										
	PI 1. Percentage in spearheading in the planning of instructional material development and coordination the publication of the same.	Head-IMD VSUEE Technical Support	50%	200%	100%	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges	
	PI 2. Percentage of syllabi, evaluation syllabus, TOS, instructional materials and VSUEE monitored.	Head-IMD VSUEE Technical Support	50%	200%	100%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges	

PI 4:Number of seminars/trainings/workshops coordinated for entire university	Head-IMD VSUEE Technical Support	2	600%	12	5	5	5	5.00	1. Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents (Feb. 10, 2023) 2. VSU Faculty Onboarding 2023 (Feb. 17, 2023) 3. Orientation-Writeshop on OBE Course Syllabus for Department of Biotechnology (Feb. 6, 2023) 4. Orientation-Writeshop on OBE Course Syllabus for Department of Pure and Applied Chemistry (Feb. 9, 2023) 5. Orientation-Writeshop on OBE Course Syllabus for Department of Forestry and Department of Pest Management (Feb. 15, 2023) 6. Seminar- Workshop on the Preparation of OBE- Aligned Syllabus, Construction of Table of Specification and Delivery of Instruction/Assessment/TPES for Villaba Campus (March 6, 2023)	

										7. Seminar- Workshop in Syllabi and TOS Preparation for Isabel (March 24, 2023) 8. Training Workshop on Updating the OBE-Course Syllabus and Table of Specification for the Faculty of Visayas State University - Alangalang (April 3, 2023) 9. Webinar on Table of Specifications and Test Item Analysis (April 4, 2023) 10. TURNITIN Feedback Studio Instructor's Workflow Training (April 17, 2023) 11. CHEDRO 8 Monitoring Visit (June 8-9, 2023) 12. Training Workshop on Updating the OBE-Course Syllabus & Table of Specification for the Faculty of Visayas State University-Tolosa (May 3, 2023)
	PI 5. Number of course syllabi and instructional materials reviewed and appproved.	Head-IMD VSUEE Technical Support	200	448%	896	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
	PI 6: Number of syllabi, evaluation sylllabus, TOS and VSUEE monitored.	Head-IMD VSUEE Technical Support	200	898%	1,796	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
	PI 7: Number of Virtual Classroom Evaluation reviewed and approved	Head-IMD VSUEE Technical Support	200	200%	400	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
	PI 8: Number of Virtual Classroom Monitoring reviewed and approved	Head-IMD VSUEE Technical Support	100	400%	400	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges
	PI 9: Number of Virtual Classroom created	Head-IMD VSUEE Technical Support	600	461%	2,765	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges

PI 9: Number of coordinating the VSU faculty and students VSUEE account	Head-IMD VSUEE Technical Support	10,000	195%	19,519	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
							Total Rating:	44.33	
							Mean	4.93	

MFO 6 — General Admin. & Support Services (GASS)

PI 1: Submission of Office PPMP for the following year within deadline as prescribed by BAC*	Head-IMD VSUEE Technical Support	1	300%	3	5	5	5	5.00	One (1) PPMP for the supplies of the Office. Two (2) PPMP intended for the training conducted/ facilitated.
PI 2: Zero percent complaint from clients served	Head-IMD VSUEE Technical Support	0%	100%	0%	5	5	5	5.0	There were no complaints from the clients.
PI 3: Number of planning sessions, tracking and monitoring of targets, meetings, etc. conducted to ensure attainment of department targets**	Head-IMD VSUEE Technical Support	4	150%	6	5	5	4	4.67	
PI 4: Number of offices manage and supervised by the Head of the Instructional Materials Development.	Head-IMD VSUEE Technical Support	1	100%	1	5	5	5	5.0	Office of the Head of Instructional Materials Development
PI 5: Number of monthly/special staff meetings conducted**	Head-IMD VSUEE Technical Support	4	150%	6	5	5	5	5.0	
PI 6: Additional Outputs	Head-IMD VSUEE Technical Support								
Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *	Head-IMD VSUEE Technical Support								
a. Collaboration with the VSU Component College	Head-IMD VSUEE Technical Support				5	5	5	5.0	
b. Consolidation of guidelines and policies with the Academic Units/ department.	Head-IMD VSUEE Technical Support				5	5	5	5.0	It was done during the VSU Strategic Plan.

c. Prepares training proposal for OHIMD and ODIE	Head-IMD VSUEE Technical Support					5	5	5	5.0	VSU Onboarding, VSUEE Webinar for Newly Hired VSU Faculty	
d. Coordinate with Nephela Web in the creation of Branded Moodle App for VSUEE.	Head-IMD VSUEE Technical Support					5	5	5	5.0		
e. Served as Resource Speaker for the University-wide Activty	Head-IMD VSUEE Technical Support					5	5	5	5.0	VSU Faculty Onboarding, Orientation-Writeshop of Course Syllabus, Webinar of Table of Specification (TOS) and Item Analysis	
f. Supported/ Coordinated the University Accreditation Programs	Head-IMD VSUEE Technical Support					5	5	5	5.0	ISO Re-certification, CHEDRO VIII Remote Monitoring, CHED COPC Evaluation	
					Total Rating:				54.67		
					Mean				4.97		
Total Over-all Rating					99.00						
Average Rating					4.95						
Adjectival Rating					Outstanding						

Received by:

TONI MARC L. DARGANTES
Planning Office
Date: JUL 1 2 2023

Calibrated by:

DANIEL LESLIE S. TAN
Chairman, PMT
Date: JUL 1 2 2023

Approved:

EDGARDO E. TULIN
President
Date: JULY 12, 2023

* To indicate in the remarks column the details of the targetted outputs for easy review and calibration.

** No percentage weight for ranking purposes since these are activities only expected to be performed at the department level