




Visayas State University
Vice-President for Planning, Resource Generation and Auxiliary Services
 Visca, Baybay City, 6521-A, Leyte, Philippines

OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCR)

I, **DILBERTO O. FERRAREN**, Vice-President for Planning, Resource Generation and Auxiliary Services, 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 2021**.


DILBERTO O. FERRAREN
 Head of Unit
 Date: Jan. 3, 2022

Approved: 
EDGARDO E. TULIN
 University President
 Date: JAN 10 2022



Vice-President	Planning, Resource Generation & Auxiliary Services	1
Director	Planning & Infra. Proj. & Development Monitoring	1
Head & Planning Officer	Planning & Infra. Proj. & Development Monitoring	1
Regular Administrative Staff	Administrative Assistant II	1
Regular Administrative Staff	Administrative Aide III	1
Job Order Administrative Staff	Administrative Aide I	2
Job Order Architect	Engineer II	1
Job Order Civil Engineer	Engineer II	1


<u>Rating Equivalents:</u>
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor


MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
UNIV MFO1: GENERAL ADMINISTRATION & SUPPORT SERVICES									
OVPPRGAS MFO 1. Administrative and Support Services Management	PI 1. Efficient & customer-friendly frontline service	PRGAS Staff	zero complaint	zero complaint	5	5	5	5.00	
	PI 2. Effectively acted Administrative/financial documents	PRGAS Staff	550	3123	5	5	5	5.00	OVPPRGAS, BAC
	PI 3. Offices and personnel efficiently supervised and monitored (OAS/IGP, URC/CCE, ACRO & Planning and Infrastructure Services)	VP	2	24	5	4	5	4.67	

MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
OVPPRGAS MFO 1. Administrative and Support Services Management	PI 1.4. Administrative & management meetings effectively chaired	VP, BOM, IGP, PRGAS Staff	2	58	5	5	5	5.00	
	PI 1.5 Enhanced direct linkages with external agencies	VP, PRGAS Staff	3	6	5	5	5	5.00	DBM, CHED, NEDA, DPWH, RDC, DENR
	PI 1.6 ISO aligned documents for at least 1 core process.	VP, PRGAS Staff	1	1	5	5	5	5.00	
	<i>Average Rating</i>							4.95	
OVPPRGAS MFO 2. Planning Services and Infrastructure Project Development, Management and Monitoring Services	PI 1. Proactive submission of university reports/ plans and documents as prescribed by DBM & VSU Annual Report								
	* Percentage DBM Quarterly Report of Operation (BAR) and Physical Plan 2020 (BED)	VP, DLSTan, TMDargantes, JJC Villias	100%	100%	5	5	5	5.00	
	* Percentage CHED-HEMIS CHECKS data update submitted and accepted	DF Andres	100%	100%	5	5	5	5.00	
	* Percentage VSU Annual Report	VP, PRGAS Staff	100%	100%	5	4	4	4.33	
	PI 2. Efficient Institutional Planning and Monitoring Services								
	* Number of Strategic Plan Monitoring Forms assessed, reviewed and consolidated	VPs, PRGAS staff, Dean, Heads, stakeholders, OP, Budget, OFM	4	5	5	4	5	4.67	
	* Number of Reports from Strategic Plan Monitoring Forms generated/created		1	1	5	5	5	5.00	
	* Number of Institutional Plan documents reviewed		20	30	5	4	5	4.67	
	* Number of Planning Workshops conducted and facilitated		2	2	5	5	5	5.00	
	* Number of Inventory of Plans of the University	OVPRGAS Staff	3	4	5	5	5	5.00	Strat Plan, ISSP, Internalization Plan, LUDIP
	* Number of Policy/Guidelines Created/Formulated/Maintained	VP, PRGAS Staff	1	1	5	5	5	5.00	
	* Number Risk Identified, assessed, analyzed, and managed	DLSTan, TMDargantes, JJC Villias	10	143	5	5	5	5.00	
	* Number of Action Plans Assessed and Monitored for Effectiveness		70	195	5	5	5	5.00	
	* Percentage of Crisis Management Committee plans and activities done	DLSTan, DF Andres	50%	70%	5	4	5	4.67	
	PI 3. Project and Infrastructure Monitoring Services								

MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
OVPPRGAS MFO 2. Planning Services and Infrastructure Project Development, Management and Monitoring Services	* Number of Project Proposals reviewed, consolidated and submitted to <u>NEDA, RDC, BOR, CHED and DBM</u>	DLSTan, TMDargantes, JMDonayre, AVCunanan	30	97	5	4	5	4.67	
	* Number of List of Projects Maintained		35	97	5	5	5	5.00	
	* Number of Development Plans Monitored and Evaluated		1	1	5	5	5	5.00	
	* Number of new infrastructure projects monitored and inspected	DSLTan, JJCvillas, AVCunanan, EACabañero, JBJualo	2	6	5	5	5	5.00	
	* Number of infrastructure under repair/renovation inspected	DSLTan, JJCvillas, AVCunanan, EACabañero, JBJualo	2	15	5	5	5	5.00	
	* Number of Infrastructure Plans Designed and Executed	DSLTan, M Abrera, EACabañero, JBJualo	3	8	5	5	5	5.00	
	* Number of Systematic Documentations of Project and Report Progress	DLSTan, JJCvillas, AVCunanan	3	14	5	5	5	5.00	
	PI 4. Percentage of the Land Use Development Plan (LUDIP) completed	DSLTan, TMLDargantes,	100%	50%	4	4	4	4.00	
	PI 3. Performance Management Team (PMT) Secretariat Services								
	* OPCR Evaluation and Monitoring	PRGAS Staff	100%	100%	5	5	5	5.00	
	* Percentage of OPCR's facilitated	PRGAS Staff	100%	100%	5	5	5	5.00	
	* Efficient dissemination of OPCR Rating Results (refer to SPMS)	VP, PRGAS Staff	100%	100%	5	5	5	5.00	
	PI 4. Collaborative and regular monitoring of the transparency seal	PRGAS Staff	100%	100%	5	5	5	5.00	
	P1.5. Promptly provide data needed for VSU budget proposal	VP, PRGAS Staff, Budget	100%	100%	5	5	5	5.00	
	P1.6. Percentage of unit planning of PAPs based on Work & Financial Plan	Dept. Heads/ Units/Deans/Centers	100%	100%	5	5	5	5.00	
	P1.7. Number of programs designed to improve performance of graduates in lic. Examination	CCE/URC Director, Unit Heads, Staff	1	3	5	5	5	5.00	
	P1.8. Number of programs developed to enhance faculty and staff capability	CCE/URC Dir., Unit Heads, Staff, LD&HR	1	2	5	5	5	5.00	


MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
OVPPRGAS MFO 5. Other Functions	P1.1. University Formal Investigation Committee	DF Andres/FIC Members/Legal Off	100%	100%	5	5	5	5.00	
	P1.2. Number of professional development training/workshop coordinated	CCE/URC Director, Unit Heads, Staff	1	1	5	5	5	5.00	
	P1.3. Number of Campus-based alumni programs and activities	ACRO Head & Staff	1	1	5	5	5	5.00	
	P1.4. Number of Best practices/innovation implemented	OVPPRGAS VP, Head, Directors & Staff	1	1	5	4	5	4.67	regular consultation and meetings with proj. proponents
	<i>Average Rating</i>							4.92	
<i>Total Over-all Rating</i>								24.64	
<i>Average Rating</i>								4.93	
<i>Adjectival Rating</i>								Outstanding	

Received by:

DILBERTO O. FERRAREN
 Planning Office
12/30/22

Calibrated by:

DANIEL LESLIE S. TAN
 Chairman, PMT
JAN 10 2022

Recommending Approval:

DILBERTO O. FERRAREN
 Vice-Pres. For Planning, Resource
 Generation & Auxiliary Services
JAN 03 2022

Approved by:

EDGARDO E. TULIN
 University President
JAN 11 2022