

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **Dr. Nancy D. Abunda** and **Dr. Mark Gil A. Vega**, Heads of Instructional Materials Development, 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 1 - June 29, 2024**.

NANCY D. ABUNDA

Head, IMDO (January 1 - May 28, 2024)

Date: July 11, 2024

MARK GIL A. VEGA

Head, IMDO (May 29 - June 29, 2024)

Date: July 11, 2024

MA. RACHEL KIM L. AURE

Director, IEO

Date: July 12, 2024

Received:
MA. RACHEL KIM L. AURE

Appointment / Status	Position Title	Number
Permanent	Head IMDO	1
Contractual	VSUEE Technical Support Staff	2
	TOTAL	3

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

RECEIVED
15 JUL 2024
2024

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments (January 1 - June 29, 2024)	Rating				Remark
					Q ¹	E ²	T ³	A ⁴	
MFO 5	Support to Operation								
	<u>PI 6.1.</u> Number of IMs approved by the UIMRC.	Head IMDO UIMRC	72					0.00	As of January - June 2024, no IMs submitted for UIMRC review & ISBN approval.
	<u>PI 9.1.</u> Number of System Maintenance conducted.	Head, IMDO System Administrator - ICTMC	2	1	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges.

	PI 10.1: Percentage of course syllabi monitored	Dept. Head-OIMD VSUEE Technical Support	100%	100%	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges.
	PI 10.2: Percentage of TOS monitored.	Dept. Head-OIMD VSUEE Technical Support	80%	100%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges.
	PI 10.3: Number of Virtual Classroom Evaluation reviewed and approved	Dept. Head-OIMD VSUEE Technical Support	80%	100%	5	5	5	5.00	All Virtual Classroom Evaluation request was reviewed and approved.
	PI 10.4: Number of coordinating the VSU faculty and students VSUEE account	Dept. Head-OIMD VSUEE Technical Support	10,000	13,859	5	5	5	5.00	All VSU faculty and students are registered/enrolled at the VSUEE and have their own accounts.
MFO 6	General Admin. & Support Services (GASS)								
	PI 12.1: Percentage budget utilization from allocated budget from regular agency fund (GAA)	Dept. Head (OIMD)	100%	51%	5	5	5	5.00	As of January - June 2024.
	PI 13.1: Percentage budget utilized allocated internally generated fund.	Dept. Head (OIMD)	80%	50%	5	5	5	5.00	
	PI 14.1: Number of departments/ institutes/ offices supervised	Dept. Head (OIMD)	1	1	5	5	5	5.00	Instructional Materials Development Office
	PI 14.2: Number of management meetings conducted	Dept. Head (OIMD)	4	2	5	5	5	5.00	Meetings for ISO and meeting for the turn-over of IMDO Head.
	PI 14.4: Number of committee meetings conducted	Dept. Head (OIMD)	2	1	5	5	5	5.00	Change of Grade Committee

	PI 14.5: Number of routinary documents acted.	Dept. Head (OIMD) Administrative Staff	10	10	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges.
	PI 14.6: Number of memoranda prepared	Dept. Head (OIMD) Administrative Staff	2	1	5	4	5	4.67	Memorandum related to the submission of OBE Syllabus before the classes started.
	PI 14.7: Percentage of faculty and staff submitted a dtr every month	Dept. Head (OIMD) Administrative Staff	100%	100%	5	5	5	5.00	All staff of the IMDO have submitted their DTR every month.
	PI 14.8: Percentage of complaints, if any, addressed on time.	Dept. Head (OIMD) Administrative Staff	100%	0%	5	5	5	5.00	No complaints.
	PI 14.9: Percentage of action plans implemented and monitored as scheduled.	Dept. Head (OIMD) Administrative Staff	90%	50%	5	5	4	4.67	OBE syllabi and other documents acted and approved.
	PI 14.10: Monthly accomplished report submitted on time.	Dept. Head (OIMD) Administrative Staff	100%	100%	5	5	5	5.00	All documents that the office accomplished were reported on time.
			Total Over-all Rating			78.67			
			Average Rating			4.63			
			Adjectival Rating			OUTSTANDING			

Received:

TONI MARC L. DARGANTES

Planning Office

Date: **JUL 15 2024**

Calibrated:

ELWIN JAY V. YU

Chairman, PMT

Date: **7/22/24**

Recommending Approval:

ROTACIO S. GRAVOSO

VP for Academic Affairs

Date:

Approved by:

PROSE IVY G. YEPES

University President

Date: **07/06/24**

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