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

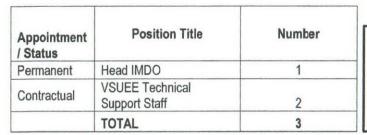
Head, IMDO (May 29 - June 29, 2024)

Date: July 11, non

MA. RACHEL KIM L. AURE

Director, IEO

Date: July 12, 2024



Rating Equivalents:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

2 - Fair

1 - Poor



MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments (January 1 - June 29; 2024)	Rating				Remark
					Q1	E ²	T 3	A ⁴	
MFO 5	Support to Operation			/					
	PI 6.1. 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.
	PI 9.1. 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.

All VSU undergraduate and Dept. Head-OIMD graduate programs of 5.00 100% 100% 5 5 5 PI 10.1. Percentage of course syllabi monitored **VSUEE Technical** main campus and Support component colleges. All VSU undergraduate and Dept. Head-OIMD 100% 5 5 4 4.67 graduate programs of 80% PI 10.2: Percentage of TOS monitored. **VSUEE Technical** main campus and Support component colleges. All Virtual Classroom PI 10.3: Number of Virtual Classroom Evaluation Dept. Head-OIMD **Evaluation request** reviewed and approved 5.00 80% 100% 5 5 5 **VSUEE Technical** was reviewed and Support approved. All VSU faculty and PI 10.4: Number of coordinating the VSU faculty and students are students VSUEE account Dept. Head-OIMD 5.00 registered/enrolled at 13.859 5 5 5 **VSUEE Technical** 10,000 the VSUEE and have Support their own accounts. General Admin. & Support Services (GASS) MFO₆ PI 12.1: Percentage budget utilization from allocated As of January - June Dept. Head 5 5 5.00 5 budget from regular agency fund (GAA) 100% 51% 2024. (OIMD) PI 13.1: Percentage budget utilized allocated internally Dept. Head 5.00 5 5 5 80% 50% (OIMD) generated fund. Instructional Materials PI 14.1: Number of departments/ institutes/ offices Dept. Head **Development Office** 1 1 5 5 5 5.00 (OIMD) supervised Meetings for ISO and Dept. Head meeting for the turn-2 5 5 5 5.00 PI 14.2: Number of management meetings conducted 4 (OIMD) over of IMDO Head. Change of Grade Dept. Head 2 5 5 5 5.00 Committee PI 14.4: Number of committee meetings conducted 1 (OIMD)

A . . .

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.
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 14.8: Percentage of complaints, if any, addressed on time.	Dept. Head (OIMD) Administrative Staff	100%	0%	5	5	5	5.00	No complaints.
PI 14.7: 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 14.6: Number of memoranda prepared	Dept. Head (OIMD) Administrative Staff	2	1	5	4	5	4.67	Memorandum related the submission of OBE Syllabus before the classes started.
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.

Received:

Calibra

TONI MARC L. DARGANTES

Planning Office

Date: JUI 1 5 2024

Calibrated:

ELWIN JAY V. YU Chairman, PMT

Date: \ 7/2/14

Recommending Approval:

ROTACIO S. GRAVOSO VP for Academic Affairs

Date:

Approved by:

PROSE IVY G. YEPES

Date: 09/06/24

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average