OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, ALELI A. VILLOCINO, Vice President for Student Affairs & 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, January - December, 2022.

Approved:

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ALELI A. VILLOCINO
Vice President for Student Affairs & Services
Date **JUL 1 5 2022**

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EDGARDO E. TULIN
President
Date

Appointment/Status	Position Title	Number
Head	Vice-President for Student Affairs & Services	1
Regular Staff	Administrative Aide VI	1
Casual	Education Research Assistant I	1
	TOTAL	3

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

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2022)	Actual Accomplishments (January-June 2022)	Q¹	E²	T³	A⁴	Remarks
UGAS5. SUPPORT TO OPERATIONS									
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
OVPSAS STO 1: ISO 9001:2015 aligned documents and compliant processes	**PI 1.** Percentage of clients served that rated the services rendered at least very satisfactory or higher	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	95% of clients rated services as very satisfactory or higher	100% in March and April, 97.27% in May	5	5	5	5	Note: to get the final rating from the Custoer Feedback Officer who analyze all customer feedback
	PI. 2. Number of quality procedures revised/updated/registered at QAC	OVPSAS, Department Student Internship Program In-charge, Local GovernUnit, City/Municipal Health Office, Office of Student Welfare & Services	1 quality procedure revised, 1 draft guidelines and procedure	**1 quality procedure revised, 1 draft guidelines and procedure**	5	5	5	5	Quality Procedure on the Implementation of Undergraduate Studen Internship Program (Local),
	PI. 3. Percentage implementation of processes in accordance with existing approved quality procedures	OVPSAS, Colleges/Departments/Units	100% processes implemented according to QP	**100% processes implemented according to QP**	5	5	5	5	Minor NC during external audit
	PI. 4 Number/Percentage of Reports submitted on time to partner agencies and other regulatory bodies	OVPSAS, QMR Office, ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100 % reports submitted on time	**100 % reports submitted on time**	5	5	5	5	Communication from partner agencies and transmittal for submission - UniFAST validation and billings, CHED Scholars Monitoring, SAS Monitoing
	PI.5 Number of student internship manual approved	OVPSAS, ODS, College Deans, Department Heads, Student Internship Program Incharge	1 internship manual	**1 internship manual**	5	5	5	5	Presentation of SIP Manual to UAdCo

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2022)	Actual Accomplishments (January–June 2022)	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
	PI.6 Number of alternative internship plans approved	OVPSAS, College Deans, Department Heads, ODIE, Student Internship Program In-charge	4 Internship Plans						Proposal to implement an alternative/flexible internship plan in the new normal
	PI.7 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	OVPSAS, ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP, OCL, OHA	100% ISO compliant evidences readily available	**100% ISO compliant evidences readily available**	5	5	5	5	All SAS dDRCs, All Procedure Manuals, Guidelines
	PI.8 Percentage of documents and records received and systematically filed and recorded within the day of receipt.	dDRC	90%	**95%**	5	5	4	4.66	
	PI 9. Response to OFIs of 3rd IQA and SSA	OVPSAS, QMR office	100%	**100%**	5	5	5	5	
	PI 10. Number of MOA/MOU processed and endorsed to Legal Office for review	VP, Clerk, ERA, department/unit	3	**5**	5	4	4	4.33	Departments who invited OVPSAS as witness to their MOA signing
	PI 11. Number of offices/departments/units coordinated in preparation for the Management Review and MR minutes	QMR, Asst QMR, UDRC, Internal Lead Auditor, dDRCs, process owners & co-process owners		**26 offices/departments/units**	5	5	5	5	
	PI 12. No. of OFIs verified in preparation for the Second Surveillance Audit	QMR, Asst QMR, UDRC, Internal Lead Auditor, dDRCs, process owners & co-process owners		**11 offices/departments/units (FSA Findings) 107 offices/department/units (IQA)**	5	5	5	5	
	PI 13. No. of minor noncormity report processed and submitted to the external audit team	QMR, Asst QMR, UDRC, Internal Lead Auditor, dDRCs, process owners & co-process owners		**1 minor nonconformity report**	5	5	5	5	
	PI 14. No. of Opportunities for Improvement (OFI) submitted and presented to Top Management (final audit report of SSA)	QMR, Asst QMR, UDRC, Internal Lead Auditor, dDRCs, process owners & co-process owners		**12 offices/departments/units**	5	5	5	5	
	PI 15. Percentage implementation of processes in accordance with existing approved quality procedures	VP, Clerk, ERA	zero non-conformity	**zero non-conformity**	5	5	5	5	

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2022)	Actual Accomplishments (January-June 2022)	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
	PI.16 Percentage of ISO evidences compliant with existing procedures and guidelines on local student internship ready for evaluation and audit	VP, Clerk, ERA	zero non-conformity	**zero non-conformity**	5	5	5	5	
Local Student Internship Program	**PI 1**. Number of department student internship in-charge consulted in relation to student internship program	VP, Clerk, ERA	10	**22**	5	5	5	5	Conduct of meetings with student internship coordinators in March
OVPSAS STO 2: Quality Assurance									
	PI 1. Number of services implemented and monitored by CHED	OVPSAS, ODS, OUR, Library, USHER, Security, Food Services	5	6	5	5	5	5	CHED Monitoring of the Implementation of Flexible Learning
	PI 2. Insitutional Portfolio prepared for Institutional Accreditation	OVPSAS, ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	1	1	5	5	5	5	
	PI 3. Instituional Accreditation documents prepared and reviewed by the internal reviewers and AACCUP Board	OVPSAS	1	3	5	5	5	5	SAS Master Plan, Program Institution - Area IV Support to Students, Institutional Accreditation - Area VI Support to Student
	PI 4. Number of areas/programs/services submitted for world rankings	OVPSAS	5	11	5	5	5	5	Times Higher Education Impact Ranking and AUN-UPM World Rankings
OVPSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
OVPSAS STO 3: ARTA aligned frontline services	**PI. 1** Efficient & customer friendly frontline service	OVPSAS, ODS, OSWS, OSDS, OISPS, OCJP, UCL, OHA	Zero percent complaint from clients served	**Zero percent complaint from clients served**	5	5	5	5	Note: Please refer to customer satisfaction survey result from QAC
OVPSAS STO4: INNOVATIONS & BEST PRACTICES									
OVPSAS STO 4: Innovations & new Best Practices Development Services	**PI. 1** Number of new systems/innovations/proposals introduced and implemented	OVPSAS, ODS, OIMD, Committee on LGU Links, OHA	Creation of OVPSAS Official Facebook page, Student Onboarding for limited face-to-face clsses, Integrate a wellness break in the academic calendar, Student Internship Program Orientation	**OVPSAS official FB page, OVPSAS Helpdesk, Online CAT, Student onboarding**	5	5	5	5	
	PI. 2 Number of best practices shared to other agencies and/or entries submitted to any search for best practices	OVPSAS, ODS, OSWS, VSU CARES, Local Government Units,	Link with Municipal/City Health Office, Integrate menal health & well-being program in the curriculum	12	5	5	5	5	Recruitment, admission and academic support, student scholarships, student services, placement support, Sultan Kudarat State University Benchmarking

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2022)	Actual Accomplishments (January~June 2022)	Q[1]	E[2]	T[3]	A[4]	Remarks
	PI.3. Number of new systems/innovations/proposals introduced and implemented	VP, dDRC, ERA	3	**5 new innovations implemented**	5	5	5	5	Student Onboarding for limited face to face classes (graduating students), Students Vaccination Data, OVPSAS Facebook Page, SAS HelpDesk , Padayon Estudyante,
	PI 4. Number of municipalities & barangays served during relief operations	VP, dDRC, ERA, JOs, USSC, employees, alumni, volunteers		**92 barangays**	5	5	5	5	
	PI 5. Number of students, faculty and staff provided with relief goods	OP, VP, dDRC, ERA, JOs, USSC, employees, alumni, volunteers		**2,000 students, 5 staff**	5	5	5	5	
	PI 6. No. of private and government organizations partnered during the relief operation			**9 agencies**	5	5	5	5	Global Medic, Ramon Aboitiz Foundation Inc., PASUC 8, Pangasinan State University, University of Mindanao, ESSU Employees Association, Rotary Club Ormoc, ViSCA/VSU Alumni Association. Cebu Mountaineering Club
	PI 7. No. of Student Internship Manual reviewed by internal review team	VPSAS, dDRC, ERA, Department Student Internship Incharge	1	1	5	4	4	4.33	
	PI 8. No. of document review conducted for VPS-01	VPSAS, dDRC, ERA, Department Student Internship Incharge	1	1	5	4	4	4.33	Conducted SIP procedure manual document review in March.
OVPSAS GASS 1: Administrative and Support Services Management									
	PI. 1 Number of administrative services and financial/ administrative documents acted within time frame	OVPSAS and other offices/units/departmets	100% documents acted (with absolute figures)	113	5	5	5	5	Certifications, clearances, monitoring report, proposals, referrals
	PI. 2 No. of formal/informal linkages with external agencies maintained	OVPSAS, ODS,	5 government/private agencies	**9 agencies**	5	5	5	5	DOLE, Jobs180.com, POEA, CSWD, PhilChema, Bounty, Talent Basket, Channel Precision, LGU Scholarship MOA
	PI. 3 No. of council/board/committee assignments served/functions performed	OVPSAS, ODS, OSDS, OISPS, OCJP, OSGA, NSTP, UCL, OHA	10 committees	**15 committees**	5	5	5	5	
	PI. 4 No. of unit heads/staff meetings presided	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OHA, OUCL, SIP Coordinators	5 committee meetings per month	10 committee meetings per month	5	5	5	5	Library Committee, VSU CARES, Consultation meeting with USSCF, Student Internship Program Committee
	PI. 5 Number of seminars/conference/trainings attended by OVPSAS	OVPSAS	15 webinars/training	20	5	5	5	5	Certificates

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2022)	Actual Accomplishments (January-June 2022)	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
	PI. 6 Number of student support services reported and submitted	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	15	15	5	5	5	5	CHED monitoring report, Mental Health & Well-being program, Student Onboarding, donation/fund drive for students & other services coordinated with offices/units/departments
	PI. 7 Number of established informal linkages with industries/employers	OVPSAS, College Deans, Department Heads, Student Internship Program In-charge	4	5	5	5	5	5	Kabalikat, LGU Baybay, Barangay Pangasugan, small farm industry within Baybay
	PI. 8 Number of complied procedure in tracking documents	OVPSAS, College Deans, Department Heads, Student Internship Program In-charge, other offices	40	284	5	4	4	4.33	Coomunication forms,minutes of meeting, and other forms complied and tracked using the Document Tracking System
	PI. 9 Number of student support program/services monitored	OVPSAS, College Deans, USSCF, ODS, Department Heads	2	5	5	5	5	5	NSTP, Library, student on-boarding, vaccination status, relief operations for Agaton affected students
	PI. 10 Number of tracking student welfare through media channels	OVPSAS, UIMC, ODS, DYDC, USHER	6	6	5	5	5	5	OVPSAS FB page content posting through Webteam, DYDC Programs/Segments "Kamustahan"
	PI 11.. Number of administrative services and financial/ administrative documents acted within time frame	VP, Clerk/dDRC		113	5	5	5	5	
	PI 12. No. of involvement in the preparation and review of projects/ program proposals	VP, Clerk/dDRC, ERA	3	5	5	5	5	5	Online CAT, USHER Health Assessment, Odette and Agaton releif operations, VSU Anniversary, Padayon Estudyante
	PI 13. No. of reports prepared for submission to external agencies and service providers	VP, Clerk/dDRC, ERA	3	5	5	5	5	5	CHED Monitoring of Student Affairs and Servcices, student vaccination status, TES grantees, UniFAST, scholarship,medical insurance
	PI 14. Involvement in a network of practitioners/researchers/technical team involved in SAS	VP, Clerk/dDRC, ERA	1	2	5	5	5	5	Online CAT, SAS HelpDesk
	PI 15. No. of applications used or prepared for tracking using the digital platform	VP, Clerk/dDRC, ERA	2	4	5	5	5	5	Many Chat, SAS FB Messenger group chat, VSU Workplace
	PI 16. Regular monitoring and updating of the OVPSAS Facebook page	VP, Clerk/dDRC, ERA	2x/month	5x/month	5	4	4	4.33	Photos of screenshots of SAS FB Page
	PI 17. Number of meetings/training/workshops/orietnation assisted/facilitated	Clerk/dDRC, ERA	12	15	5	4	4	4.33	

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2022)	Actual Accomplishments (January-June 2022)	Q¹	E²	T³	A⁴	Remarks
	PI 18. No. of documents recorded/documented for incoming & outgoing	clerk/dDRC	50	112	4	4	4	4	
	PI 19. No. of meeting invites/links created for OVPSAS and working committees	clerk/dDRC	10	38	5	4	4	4.33	
	PI 20. No. of council/board/committee assignments served/functions performed	VP	1	5	5	5	5	5	
	PI 21. No. of meetings attended called by the University DRC & other program working committees	clerk/dDRC	1	1	4	4	4	4	
	PI 22. No. of documents controlled for traceability and records management	clerk/dDRC	50	213	5	4	4	4.33	
	PI 23. No. of PR approved as member BAC TWG for Tokens & Awards	clerk/dDRC	10	19	5	5	5	5	
	PI 24. No. of unit heads/staff meetings presided	VP	12	12	5	5	5	5	
	PI 25: Percentage of documents and records received systematically filed and recorded QRM form within the day of receipt	clerk/dDRC	100%	100%	5	5	5	5	
	PI 26. Percentage of documents delivered to different units	clerk/dDRC	100%	100%	5	5	5	5	
	PI 27. Response to NCs and CARs issuances	VP, Clerk/dDRC	0%	100%	5	5	5	5	
	PI 28. Response to OFI for 3rd IQA and 2nd surveillance audit	VP, Clerk & ERA	100%	100%	5	5	5	5	
	PI 29. Percentage of NCs received and acted	OVPSAS	No non-conformity	No non-conformity	5	5	5	5	
	PI 30. Percentage of CARs received and acted	OVPSAS	Zero (0)	One (1)	5	4	4	4.33	
		Total Over-all Rating						294.63	
		Average Rating						4.91	
		Adjectival Rating					Outstanding		

Received by:

TONI MARC L. DARGANTES
Planning Office
Date: 7/15/2022

Calibrated by:

DANIEL LESLIE S. TAN
Chairman, PMT
Date: JUL 2 2 2022

Approved by:

EDGARDO E. TULIN
University President
Date: JUL 2 3 2022