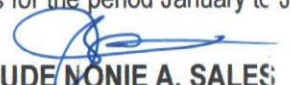


Visayas State University
OFFICE OF THE PRESIDENT
Visca, Baybay City, Leyte



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)
CULTURE AND THE ARTS CENTER

I, JUDE NONIE A. SALES, head of Culture and the Arts Center, commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2022.


JUDE NONIE A. SALES
Head, Culture and the Arts Center
Date: July 12, 2022


EDGARDO E. TULIN
President
Date: 7/14/22

MFO No.	MFO Description	Success Indicator (SI)	Persons Responsible	Task Assigned	Target		Rating			Average	Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness		
UMFO 6 General Administration and Support Services											
CAC MFO 1. Administrative Support Services											
	PI 1: Preparation of official communications/documents	JNSales	Number of documents prepared, processed and followed-up	20	25	5	5	5	5.00	All documents processed	

	PI 2: Efficient and customer friendly assistance	JNsales	Zero percent complaints from clients served	0	0	5	5	5	5.00	Zero complaints
	PI 3: Facilitate culture and the arts activities	JNsales	Organized or coordinated VS J culture and the arts activities	5	7	5	5	5	5.00	Facilitated culture and the arts activities and events
CAC MFO 2. Accurate and Timely Planning Coordination and Production (All Sections)										
	PI 1: Plan of University culture and the arts events and performances	JNsales & CAC members	Planned and set targets of culture and the arts activities to be organized or coordinated	5	7	5	5	5	5.00	All CAC plan of events and activities and documented
		JNsales & Niffa Calleja	Proper filing of documents and archiving of documentation photos	10	12	5	4	4	4.33	Files properly organized and photos archived in the CAC Office
	PI 2: Organize or coordinate culture and the arts events and activities	JNsales	Events and activities organized	5	7	5	5	5	5.00	All activities and events organized
		JNsales & CAC members	Events and activities coordinated	3	5	5	5	5	5.00	All activities and events coordinated

PI 3: Training and rehearsals for both students, staff and faculty of the university	JNS ales & CAC members	Conduct trainings and rehearsals for both student,	2	3	5	4	5	4.67	All rehearsals and trainings completed
PI 4: Production of dance, music and theater performances	JNS ales and CAC members	Number of performing arts activities organized or	2	3	5	5	5	5.00	All performances executed
PI 5: Design and production of art exhibits and displays	JNS ales & CAC members	Number of visual arts and literary arts activities organized or coordinated	2	3	5	5	5	5.00	All exhibits and displays executed
CAC MFO 3. Innovation and Best Practices Management									
PI 1: Established networking with the public and private sectors to organize workshops on culture and the arts and design	JNS ales	Requests and invitation for CAC to conduct seminar workshops within the year	2	3	5	5	5	5.00	All requests confirmed
PI 2: Established partnership with different VSU offices and departments on their socio-cultural activities	JNS ales & CAC members	3	3	4	5	5	5	5.00	All activities accomplished
PI 3: Procurement and installation of equipment to improve office connectivity	JNS ales	3	3	4	5	5	5	5.00	All equipment and connections installed
PI 4: Fasttracked procurement of request of lacking office equipment and supplies to improve office efficiency	JNS ales & Niffa Calleja	Conduct inventory of office equipment and	2	2	5	4	5	4.67	Made new PPMP and procurement request for the year based on existing office equipment and supplies

