

6/11/18  
1-13-20

ACCOMPLISHMENT OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Elsie E. Salamat, Head of the Alumni and Community Relations Office 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 to DECEMBER 2019

*Elsie E. Salamat*  
ELSIE E. SALAMAT  
Head of Unit  
Date: \_\_\_\_\_

Approved:

*Edgardo E. Tulin*  
EDGARDO E. TULIN  
President



| ACRO MFO                                                | Success Indicators                                           | Person/s Responsible                                             | 2019 Target<br>JULY- DECEMBER | Accomplishment<br>JULY-DECEMBER 2019 | RATING |    |    |     | Remarks             |
|---------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------|-------------------------------|--------------------------------------|--------|----|----|-----|---------------------|
|                                                         |                                                              |                                                                  |                               |                                      | Q1     | E2 | T3 | A4  |                     |
| OP MFO No. 9 (Strong Alumni Engagement)                 |                                                              |                                                                  |                               |                                      |        |    |    |     |                     |
| ACRO MFO 1.<br>Organizational<br>Strengthening Services | PI 1. Efficient & Customer<br>Friendly Frontline Service.    |                                                                  |                               |                                      |        |    |    |     |                     |
|                                                         | No. of Client served/<br>entertained                         | Mary Dawn M. Latras, EC<br>Baconawa, JD Mate, Admin<br>Assistant | 5                             | 6                                    | 5      | 5  | 5  | 5   | 1 JO, 2 SA,<br>1 AA |
|                                                         | PI 2. Facilitate to organize<br>geographical Alumni Chapters |                                                                  |                               |                                      |        |    |    |     |                     |
|                                                         | No. of Alumni Chapter<br>Identified                          | EE Salamat,<br>MD Latras, Admin<br>Assistant                     | 1                             | 1                                    | 4      | 5  | 4  | 4.3 | 1 JO. 1 AA          |

|                                                          |                                                                                        |                                         |     |                |   |   |   |     |            |
|----------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------|-----|----------------|---|---|---|-----|------------|
|                                                          |                                                                                        |                                         |     |                |   |   |   |     |            |
|                                                          | <b>PI 3. Facilitate Grand Alumni Homecoming Preparation</b>                            |                                         |     |                |   |   |   |     |            |
|                                                          | Identify members of the Host Batches for 2020                                          | EE Salamat, MD Latras, Admin Assistant  | 40  | 300            | 5 | 5 | 5 | 5   | 1 JO, 1 AA |
|                                                          | No. of meetings with Host batch held                                                   | EE Salamat, MD Latras, Admin Assistant  | 2   | 2              | 4 | 5 | 4 | 4.3 | 1 JO, 1 AA |
|                                                          | No. of attendees identified to be invited to 2020 Homecoming                           | EE Salamat, MD Latras, Admin Assistant  | 350 | More than 100% | 5 | 5 | 5 | 5   | 1 JO, 1 AA |
|                                                          | Frequency of arranging chair for Venue of alumni meeting in preparation for homecoming | Danilo P. Castillon                     | 2   | 2              | 4 | 5 | 4 | 4.3 | 1 JO       |
|                                                          | Post and share notices of Homecoming 2020<br>No. of sharing Notice                     | Admin . assist.                         | 10  |                |   |   |   |     | 1 AA       |
|                                                          | <b>PI 4. Produce a Tabloid for Alumni Publication</b>                                  |                                         |     |                |   |   |   |     |            |
|                                                          | No. of articles written/solicited form contributors                                    | EE Salamat, Admin Assistant, MD Latras, | 3   | 3              | 4 | 5 | 4 | 4.3 | 1 JO, 1 AA |
|                                                          | No. of articles to be edited                                                           | EE SALAMAT                              | 3   | 3              | 4 | 5 | 4 | 4.3 | 1 JO, 1 AA |
| ACRO MFO 2. Academic and Resource Generation Partnership | <b>PI 5. Monitor Alumni Scholarship Program</b>                                        |                                         |     |                |   |   |   |     |            |
|                                                          | No. of scholarships to be awarded                                                      | EE Salamat, MD Latras                   | 3   | 3              | 4 | 5 | 5 | 4.3 | 1 JO       |

|                                                          |                                                                                                                                                                         |                                                |            |            |            |            |            |              |                                                                                                                |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------|------------|------------|------------|------------|--------------|----------------------------------------------------------------------------------------------------------------|
|                                                          | No. of scholars monitored<br>No. vouchers made for<br>scholars stipend/book<br>allowance                                                                                | EE Salamat, MD Latras<br><br>Admin Assistant   | 3<br><br>5 | 3<br><br>6 | 4<br><br>5 | 5<br><br>5 | 5<br><br>5 | 4.7<br><br>5 | 1 JO<br><br>1 AA                                                                                               |
|                                                          | <b>PI 6. Communicate Alumni<br/>Linkages for Development<br/>Resources</b><br><br>No. of announcement<br>made for<br>projects/programs where<br>alumni can participate. | EE Salamat,<br>Admin Asst.                     | 1          | 1          | 4          | 5          | 5          | 4.7          | 1 JO                                                                                                           |
|                                                          | <b>PI 7. Facilitate Alumni<br/>Assistance &amp; Request<br/>Services like tour guiding<br/>of guests visiting VSU.</b><br>No. of tours guided and<br>facilitated        | Admin asst. MD Latras, EC<br>Baconawa, JD Mate | 2          |            |            |            |            |              | Function<br>has been<br>transferred<br>to<br>Information<br>Office July-<br>December<br>2019<br><br>1 JO, 2 SA |
| ACRO MFO 3.<br>Monitoring and<br>Recognition<br>Services | <b>PI 8. Monitor present<br/>status of Alumni<br/>employment</b><br><br>No. of Alumni monitored<br>for employments.                                                     | EE Salamat,<br>MD Latras                       | 10         | 10         | 4          | 4          | 4          | 4            | 1 JO                                                                                                           |
|                                                          | <b>PI 9. Monitor Alumni<br/>Achievements and Award.</b><br><br>No. of Publish/Posted<br>Announcement for Alumni<br>Award Nomination.                                    | EE Salamat, MD Latras,<br>Admin Asst.          | 2          |            |            |            |            |              | Alumni<br>Awards<br>Committee<br>Did not meet<br>yet<br><br>1 JO, 1 AA                                         |

|                                                         |                                                                                                                                                                                           |                                                               |                         |                        |                     |                     |                     |                       |                                                   |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------|------------------------|---------------------|---------------------|---------------------|-----------------------|---------------------------------------------------|
| ACRO MFO 4. General Administrative and support Services | <b>PI 10. Encode Tracer forms on Alumni Data Base</b>                                                                                                                                     | Mary Dawn M. Latras                                           | 600                     | 600                    | 4                   | 5                   | 4                   | 4.3                   | 1 JO                                              |
|                                                         | <b>PI 11. Printing of Alumni IDs</b> <ul style="list-style-type: none"><li>No. of Alumni IDs printed</li><li>No of Payrolls</li><li>Disbursement voucher for cash replenishment</li></ul> | EC Baconawa, JD Mate<br><br>Admin. Assist.<br><br>Admin. Asst | 1000<br><br>12<br><br>3 | 30%<br><br>12<br><br>5 | 4<br><br>4<br><br>5 | 4<br><br>5<br><br>5 | 4<br><br>4<br><br>5 | 4<br><br>4.3<br><br>5 | Printer brokedown by October 2019<br><br><br>2 SA |
|                                                         | <b>PI 12. Office Administration of communication disseminated at the office</b>                                                                                                           | Administrative Assistant                                      | 2                       | 4                      | 5                   | 5                   | 5                   | 5                     | 1 JO, 2 SA                                        |
| ACRO MFO 5. Innovation and Best Practices Management    | <b>PI13. Maintenance of Balay Alumni surroundings including Baki/Frog Fountain</b> <ul style="list-style-type: none"><li>Grass cutting frequency</li></ul>                                | Danillo P. Castillon                                          | 5                       | 5                      | 4                   | 4                   | 4                   | 4                     | 1 JO                                              |
|                                                         | <b>PI14.</b> <ul style="list-style-type: none"><li>Arrange chairs and tables for meeting re: Homecoming Preparation</li></ul>                                                             | Danilo P. Castillon                                           | 2                       | 2                      | 4                   | 5                   | 5                   | 4.7                   | 1 JO                                              |



|  |                                                                                       |                                                                      |    |    |   |   |   |     |            |
|--|---------------------------------------------------------------------------------------|----------------------------------------------------------------------|----|----|---|---|---|-----|------------|
|  | <ul style="list-style-type: none"> <li>• Cleaning CR frequency</li> </ul>             | Danillo P. Castillon                                                 | 24 | 24 | 4 | 4 | 4 | 4   | 1 JO       |
|  | <ul style="list-style-type: none"> <li>• Cleaning rooms</li> </ul>                    | Danilo p. castillon                                                  | 24 | 24 | 4 | 4 | 4 | 4   | 1 JO       |
|  | <ul style="list-style-type: none"> <li>• Watering palnts frequency</li> </ul>         | Danilo P. Castillon                                                  | 24 | 24 | 4 | 4 | 4 | 4   | 1JO        |
|  | Landscape frequency                                                                   | Danilo P. Castillon                                                  | 6  | 6  | 4 | 4 | 4 | 4   | 1JO        |
|  | <b>PI 15. Conduct Community Outreach.</b><br><br>No. of community outreach conducted. | EE Salamat, MD Latras,<br>Danillo Castillon, EC<br>Baconawa, JD Mate | 1  | 1  | 4 | 5 | 5 | 4.7 | 2 JO, 2 SA |

| ACRO MFO                                                       | Success Indicators | Person/s Responsible | 2019 Target<br>January- June | Accomplishment<br>January- June 2019 | Rating         |                |                |                | Remarks                                                  |
|----------------------------------------------------------------|--------------------|----------------------|------------------------------|--------------------------------------|----------------|----------------|----------------|----------------|----------------------------------------------------------|
|                                                                |                    |                      |                              |                                      | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |                                                          |
| Average Rating (Total Over-all Rating divided by # of entries) |                    |                      |                              | 107.3/25                             |                |                |                |                | Comments &<br>Recommendation for<br>Development Purpose: |
| Assitional Points                                              |                    |                      |                              |                                      |                |                |                |                |                                                          |
| Punctuality                                                    |                    |                      |                              |                                      |                |                |                |                |                                                          |
| Approved Additional points (with copy of approval)             |                    |                      |                              |                                      |                |                |                |                |                                                          |
| FINAL RATING                                                   |                    |                      |                              | 4.45                                 |                |                |                |                |                                                          |
| ADJECTIVE RATING                                               |                    |                      |                              | OUTSTANDING                          |                |                |                |                |                                                          |

Received by:



DILBERTO O. FERRAREN

OVPRG

Date: \_\_\_\_\_

Calibrated & Recommending Approval:

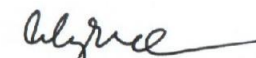


REMBERTO A. PATINDOL

PMT Chairman

Date: \_\_\_\_\_

Approved:



EDGARDO E. TULIN

President

Date: \_\_\_\_\_