

Visayas State University
Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **MANOLO B. LORETO, Jr.**, Head of the **UNIVERSITY STUDENT SERVICES 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 January to June, 2019.

MANOLO B. LORETO

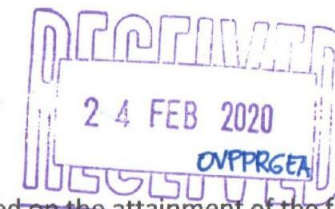
Unit Head

Date: Aug. 16, 2019

BEATRIZ S. BELONIAS Ph.D.

Vice-President for Instruction

Date: Sept. 10, 2019



MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1 SUPPORT TO OPERATIONS										none
MFO 1	Recruitment and Admission Services	PI 1. Number of graduating high school students who took the entrance exam resulting from information drive	LBN, MBL, All Guidance Counselors	10000	12000	5	5	5	5.00	
		PI 2. Number of high schools visited for information advocacy	LBN, MBL, All Guidance Counselors	5	8	5	5	5	5.00	
		PI 3. Number of in-campus visitors attended to for information talk	LBN, MBL, All Guidance Counselors	10	13	5	5	5	5.00	
		PI 4. Number of incoming students or parent/guardian oriented on VSU course offerings and admission requirements	LBN, MBL, All Guidance Counselors	550	985	5	5	5	5.00	

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
		PI 5. Number of incoming students evaluated in terms of enrolment requirements and enrolled	LBN, MBL, All Guidance Counselors	2000	2,615	5	5	5	5.00	
		PI 6. Number of Career talk conducted at the different high schools by invitation	LBN, MBL, All Guidance Counselors	1	1	4	5	5	4.67	Bunga National High School
	Guidance and Counseling Services	PI 1. Number of guidance activities conducted:	MBL, All Guidance Counselors							
		a. Initiated by the USSO	Guidance Counselors	15	10	5	5	5	5.00	a) Bulleting Boards updated every month
					12	5	5	5	5.00	b) Production of flyers and relevant information materials
					12	5	5	5	5.00	c) Daily Orientation of New Students with Parent/Guardian
		b. Requested by other units or institutions	Guidance Counselors	4	4	5	5	5	5.00	a) VSU Campus Talk, DYDC on student support services
					3	5	5	5	5.00	b) Pre-departure Orientation Seminars for student OJT in Israel, Civil Engg students, and Nursing students (All guidance counselors)
					2	5	5	5	5.00	c) Personality Devlp & Social Graces requested by ATI (MACastañeda)
					1	5	5	5	5.00	d) Human Development in the Col. of Educ (MACastañeda)
		PI 2. Number of students who have availed of guidance services	All USSO staff	500	500	4	5	5	4.67	


MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
		PI 3. Percentage of students counselled	MBL, Guidance Counselors	12%	18%	5	5	5	5.00	
		PI 4. Percentage of students with academic deficiencies followed-up	MBL, Guidance Counselors	90% of referred	90%	4	5	5	4.67	
		PI 5. Percentage of new/referred students conducted psychological tests for vocational counselling	JAP, Admin Staff	100%	100.00%	5	5	5	5.00	
		PI 6. Number of best practices on student guidance services	All USSO staff							
MFO 3	Student Welfare	PI 1. Number of students availing VSU dormitory facilities	MBL, MML	1800	2325	5	5	5	5.00	
		PI 2. Number of students awarded with scholarships/grants and monitored	MBL, CAB, JFP	800	1325	5	5	5	5.00	
		PI 3. Number of best practices on student welfare services	All USSO staff	1	1	5	5	5	5.00	Honors and Awards Convocation
MFO 4	Student Development	PI 1. Number of students' seminars, forums, orientations, jobs fair/job seeking/SRA, conference, convention conducted/coordinated as calendared	All USSO staff	3	10	5	5	5	5.00	Job seeking (2), Jobs Fair (1), SRA (4), ESGP-PA Congress (1), Forum (2)

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						Quality	Efficiency	Timeliness	Average	
		PI 2. Number of best practices on student development		1	1	5	5	5	5.00	Honors and Awards Convocation
MFO 5	General Administration and Support Services	PI 1. Number of program/institutional accreditation related process supported	All USSO staff	4	6	5	5	5	5.00	Including external campuses
		PI 2. Number of student services office coordinated	MBL, Guidance Counselors	4	5	5	5	5	5.00	
MFO 6	Other Accomplishments	PI 1. Number of seminars/training/workshop invited as experts or resource person	MBL, All Guidance Counselors	2	5	5	5	5	5.00	
		PI 2. Exit survey conducted and analyze	JAP, MBL	1	1	5	5	5	5.00	
		PI 5. Number of appointments of advisers, campus ministers, DBGF, etc prepared	MBL, MML	60	79	5	5	5	5.00	
		PI 2. Percentage of shifting of courses/LOA/ID replacement/permits to hold classes/exams/activity and field trip permits and readmission approved within 1 hour	USSO staff	90%	95%	5	5	5	5.00	

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						Quality	Efficiency	Timeliness	Average	
MFO 8	Efficient Customer-friendly Assistance	PI 1. Zero complaint unattended from clients	All USSO staff	0%	0%	5	5	5	5.00	
Number of Performance Indicators Filled-up						29				
Total Over-all Rating						144.00				
Average Rating						4.97				
Adjectival Rating						OUTSTANDING				

MBL = Manolo B. Loreto Jr; MML = Meriam M. Luna; JAP = Junito A. Panonce; CAB = Chona A. Brit; LBN = Lilian B. Nuñez

Received by:



DILBERTO O. FERRAREN, PhD
Vice President for Planning, Resource Generation and External Affairs

Date: _____

Calibrated by:



REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

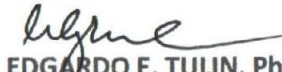
Recommending Approval:



BEATRIZ S. BELONIAS
Vice Pres. for Instruction

Date: _____

Approved:



EDGARDO E. TULIN, Ph.D.
President

Date: _____