

happy MAHAROMA

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, CHRISTIE CYRENE T. TAUY, Head, Student Development 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 2024.

Approved:

CHRISTIE CYRENE T. TAUY

Head, Student Development Services Office

09 JUL 2024

Date

CHRISTINA A. GABRILLO

Dean of Students

10 JUL 2024



Date



Appointment/Status	Position Title	Number	Rating Equivalents:						
Designated	Head, Student Development	1	5 - Outstanding						
	TOTAL	1	4 - Very Satisfactory						
			3 - Satisfactory						
			2 - Fair						
			1 - Poor						

MFOs/PAPs	Success Indicators	Person Responsible	Target (January-December 2024)	Actual Accomplishments Jan to June, 2024	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1. WORLD CLASS EDUCATION									
Quality Assurance	PI 1. Efficient and effective delivery of quality procedure	Student Development Services Office	100%	100%					
	PI 2. Percentage of NCs received and acted	Student Development Services Office	100%	100%					
	PI 3. Percentage of CARs received and acted	Student Development Services Office	100%	100%					
	PI 4. Response to OFIs of 5th IQA and SSA	Student Development Services Office	100%	100%					
Support to Students	PI 1. Efficient and effective student development services	Student Development Services Office	95%	100%					
Community Empowerment	PI 1. Students engagement in community-oriented services	Student Development Services Office	10	12					Coastal Clean-Up, Tree Planting, Helping Hand, MaPangandam, Suga, Habal-Habal Service, Eco-Warriors, Blood Donations, Bantay Panahon, SABS Kitchenette, FFD Assistance, Gift Giving
UMFO 2. General Administration and Support Services									
OVPSAS STO 2. GASS	PI 1. Percentage of Reports submitted on time to partner agencies and other regulatory bodies	Student Development Services Office	100 % reports submitted on time	100%					CHED (Off Campus Reports)

MFOs/PAPs	Success Indicators	Person Responsible	Target (January-December 2024)	Actual Accomplishments Jan to June, 2024	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 3. Percentage of clients served that rated the services rendered at least very satisfactory or higher	Student Development Services Office	95% of clients rated services as very satisfactory or higher	95%					
	PI 4. Percentage of administrative services and financial/ administrative documents acted within time frame	Student Development Services Office	100% documents acted (with absolute figures)	100%					
	PI 5. No. of council/board/committee assignments served/functions performed	Student Development Services Office	5 committees	4					Grievance, Handbook, Honors & Awards Screening, Centennial
	PI 6. No. of unit heads/staff meetings presided	Student Development Services Office	2 committee meetings per semester	2					
	PI 7. Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit	Student Development Services Office	100% ISO compliant evidences readily available	100%					
	PI 8. Number of quality procedures revised/updated/registered at the Quality Assurance Center	Student Development Services Office	2 draft guidelines/ procedures	2					Updated PM-SDS-01 and PM-SDS-02
	PI 9. Percentage implementation of processes in accordance with existing approved quality procedures	Student Development Services Office	100% processes implemented according to QP	100%					
UMFO 3 INNOVATIONS & BEST PRACTICES									

MFOs/PAPs	Success Indicators	Person Responsible	Target (January-December 2024)	Actual Accomplishments Jan to June, 2024	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
<u>OVPSAS STO 3: Innovations & new Best Practices Development Services</u>	PI 1. Number of new systems/innovations/proposals introduced and implemented	Student Development Services Office	1						
	PI 2. Number of best/good practices shared to other agencies and/or entries submitted to any search for best practices	Student Development Services Office	1						Leadership and Organizational Awards
Total Over-all Rating									
Average Rating									
Adjectival Rating									
<div> <div> Received by:  TONI MARC L. DARGANTES Planning Office Date: <u>JUL 15 2024</u> </div> <div> Calibrated by:  ELWIN JAY V. YU Chairman, PMT Date: <u>7/22/24</u> </div> <div> Recommending Approval:  ALELYA A. VILLOCINO Vice President, SAS Date: <u>11 JUL 2024</u> </div> <div> Approved by:  PROSE IVY G. YEPES President Date: <u>09/06/24</u> </div> </div>									