

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, MANOLO B. LORETO, Dean of Students, Office of the Dean of Students 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 December, 2022

MANOLO B. LORETO  
Dean of Students, ODS

Date

Approved:

ALEJ A. VILLOCINO  
VP for Student Affairs and Services



Appointment/Status	Position Title	Number
Head	Dean of Students (Designated)	1
Regular Staff	Guidance Coordinator III	1
	Guidance Counselor III	2
	Guidance Counselor I	1
	Admin. Officer III	1
Casual	Admin. Aide III	1
Job Order		1
	TOTAL	8
No. of Offices	Heads	6

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 (July-December, 2022)	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UGAS5. SUPPORT TO OPERATIONS									
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODS STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	95% of clients rated services as very satisfactory or higher	100% (July-December)	5	5	5	5.00	Report from the QAC
	PI. 2. Number of quality procedures revised/updated and registered at QAC	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	3 quality procedures revised and registered	17 PMs and 42 forms approved by the QAC	5	5	5	5.00	Complied (Jan-June)

Rec'd 02/14/23

	<b>PI. 3.</b> Percentage implementation of processes in accordance with existing approved quality procedures	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% processes implemented according to QP	94.12% of ODS procedures were followed	5	5	5	5.00	
	<b>PI. 4</b> Number/Percentage of Reports submitted on time to partner agencies and other regulatory bodies	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100 % report submitted on time	100% of reports or documents required by partner agencies submitted	5	5	5	5.00	UniFAST Validation and Billings; CHED Scholars Monitoring; SAS Monitoring;
	<b>PI.5</b> Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% ISO compliant evidences readily available	100% documents and records are intact and available	5	5	5	5.00	Open shelf cabinet is installed at the Conference room dedicated
<b>OVPSAS STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING</b>									
<b>ODS STO. 2: FOI aligned frontline services</b>	<b>PI. 6</b> Percentage compliance of reporting requirements in accordance with FOI Manual	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% submission of required reports on time	100%	4	5	5	4.67	
<b>OVPSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS</b>									
<b>ODS STO 3: ARTA aligned frontline services</b>	<b>PI. 7</b> Efficient & customer friendly frontline service	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	Zero percent complaint from clients served	0%	5	5	5	5.00	Only suggestions received but not complain
<b>OVPSAS STO4: INNOVATIONS &amp; BEST PRACTICES</b>									



<b>ODS STO 4:</b> <b>Innovations &amp; new</b> <b>Best Practices</b> <b>Development</b> <b>Services</b>	<b>Pl. 8.</b> Number of new systems/innovations/proposals introduced and implemented	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	Online counseling, weekly Serbisyo Estudyante program, Online Kumustahan (students and LSIs), NiKoPaNi organization, Junior DBGF orientation, online application of scholarship, virtual roundtable discussion	1-Student Organizations Fair conducted; 2- Integration of Mental Health Topics/Activities in 3 student leadership trainings/seminars/workshop: 3- Implemented 2 SRAs (Talent Basket & Bounty Fresh) live streamed through Serbisyo Estudyante	5	5	5	5.00	
	<b>Pl. 9.</b> Number of request for expert services in seminars/workshops served/provided	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	3 expert services	Resource speaker (CAB) on Mental Health for students of VSU-Alangalang; Resource speaker (MAGC) on Mental Health in the work place for the DOLE PESO Managers; Resource speaker (MAC) on Mental Health for Faculty and Staff of the Franciscan College of Immaculate Conception, Baybay City; Resource Person (MAC) during the PAPSAS 8 Regional Convention	5	5	5	5.00	Complied (Jan-June and July-December)

	<b>PI. 10.</b> Number of best practices shared to other agencies and/or entries submitted to any search for best practices	MBL	2 best practices shared	a.Resource Person of Best Practices (CAB) during the PAPSAS 8 Regional Convention  b.Resource Person of Best Practices (MAC) during the Eastern Visayas Network of Career Guidance Counselors and Advocates (EVNCGCA) Region 8	5	5	5	5.00	
	<b>PI. 11.</b> Number of action research conducted and analyze	CAB	1 action research	Mental Health Assessment of Graduating Students (Initial Roll-out)	3	4	4	3.67	Complied (Jan-Ju
<b>UMFO6: General Administrative and Support Services (GASS)</b>									
<b>OVPSAS GASS 1: Administrative and Support Services Management</b>									
<b><u>ODS GASS 1:</u></b> <b><u>Administrative and Support Services</u></b>	<b>PI. 12</b> Number of administrative services and financial/ administrative documents acted within time	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% documents acted (with absolute figures)	100% (244 vouchers, payroll, PPMP, PRs were processed and submitted within time frame)	5	5	5	5.00	

	<b>PI. 13</b> No. of formal/informal linkages with external agencies maintained	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	1 (DOLE, POEA, Industry, Employers)	Scholarships: (CHED, DOST, ATI, DA (Biotech, BAR, ACEF), SamarLeyte Texas, LBP-Gawad Patnubay Scholarship Program, Zoetis Scholarship, Gamma Kappa Rho, LGUs, Lakpue Drug Inc. Scholarship)  Employment: 25 Industries, DOLE, POEA, Jobs180, CSWD	5	5	5	5.00	
	<b>PI.14</b> No. of council/board/committee assignments served/functions performed	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	UADCO, Acad Council, ViFE, Undergrad Student Scholarship Committee, GAD, Alumni Communicator, LGU Link, PESO	MBL : 12 committees CAB : 6 committees MACG: 5 committees JAP: 4 committees CCT: 5 committees	5	5	5	5.00	
	<b>PI.15</b> No. of unit heads/staff meetings presided	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	ODS Monthly meeting,	8 ODS meetings presided	4	5	5	4.67	2 meetings per month
<b>ODS GASS 2: Student Welfare Services</b>	<b>PI. 16</b> Number of guidance activities conducted	OSWS	18 guidance activities	8 guidance activiries	5	5	5	5.00	Complied (22 - Jand to Jun and 8 Jul-Dec)
	<b>PI. 17</b> Percentage of student counselled	OSWS	8% of the current student population	10.50%	4	5	5	4.67	Complied



<b>ODS GASS 3: Institutional Student Services</b>	<b>PI 18</b> Number of students availing VSU dormitory facilities	OISPS	800 qualified students	2096 qualified students during 1st sem, 2022-23 including those who stayed for a month or two only	4	4	4	4.00	Complied
	<b>PI. 19</b> Number of students awarded with scholarships/grants and/or monitored	OISPS	1000 VSU-funded scholarships; 50 CHED funded; 150 DOST; 600 TES; 300 TDP-TES & 20 privately-funded	<b>1554</b> VSU-funded; <b>192</b> CHED; <b>642</b> TES; <b>324</b> TDP; <b>101</b> LGU Ormoc; <b>25</b> SLT; <b>5</b> GPSP-LBPFI; <b>220</b> DOST; <b>14</b> ATI-NTC; <b>15</b> DA-Biotech; <b>33</b> privately-funded; <b>101</b> LGU Ormoc	5	5	4	4.67	
		Total Over-all Rating							91.33
		Average Rating							4.81
		Adjectival Rating							

Received by:



**TONI MARC L. DARGANTES**

OIC Head for Planning Office

Date: FEB 06 2023

Calibrated by:



**DANIEL LESLIE S. T&N**

VP for Administration and

Date: FEB 09 2023

Approved by:



**EDGARDO E. TULIN**

University President

Date: FEB-13, 2023