


# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **RAYMUND M. IGCASAMA**, Head, Admissions Office commits to deliver and agree to be rated on the attainment of the following **ACCOMPLISHMENTS** in accordance with the indicated measures for the period January -June, 2023.

  
**RAYMUND M. IGCASAMA**  
 Head, Admissions Office

Approved:   
**ALEX A. VILLOCINO**  
 VP for Student Affairs and Services

Date July 06, 2023

Date July 06 2023






Appointment/Status	Position Title	Number	Rating Equivalents: 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Fair 1 - Poor					
Designated	Head	1						
Job Order	Clerk (Admin Aide)	1						
	IT Staff	2						
	TOTAL	4						

Success Indicators	Persons Responsible	Target (January-December 2023)	Actual Accomplishments (January-June)	Rating				Remarks	
				Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>		
<b>UGAS5. SUPPORT TO OPERATIONS</b>									
<b>OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS</b>									
<b>Recruitment and Admission Services</b>	<b>PI 1.</b> Number of incoming students evaluated in terms of admissions requirements and enrolled	Head and staff, Admissions Office	2500	3605 (144.20%)	5	5	5	5	Out of 13,311 CAT applicants, 3, 605 qualified in the main campus and pre-enrolled of whom 90 were evaluated based on admission and enrollment requirements.
<b>OHA STO 1: ISO 9001:2015 aligned documents and compliant processes</b>	<b>PI 2.</b> Number of admissions forms revised/updated and registered at ODQA	Head and staff, Admissions Office	2	3 (150%)	5	5	5	5	Revised Certificate of Admission, Application Form, and Promissory Note
	<b>PI 3.</b> Percentage implementation of processes in accordance with existing approved quality procedures	Head and staff, Admissions Office	zero non-conformity	zero non-conformity	5	5	5	5	
	<b>PI.4</b> Percentage of ISO evidences compliant with existing Online Admission of Undergraduate Students in the New Normal Quality Procedures kept intact and readily available to Auditor	Head and staff, Admissions Office	zero non-conformity	zero non-conformity	5	5	5	5	

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					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
OVPSAS STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
OHA STO. 2: FOI aligned frontline services	PI. 5 Percentage compliance of reporting requirements in accordance with FOI Manual								
OVPSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
OHA STO 3: ARTA aligned frontline services	PI. 6 Efficient & customer friendly frontline service	OHA staff	zero complaint	zero complaint	5	5	5	5	
OVPSAS STO4: INNOVATIONS & BEST PRACTICES									
OHA STO 4: <u>Innovations &amp; new Best Practices Development Services</u>	PI. 1. Number of new systems/innovations/proposals introduced and implemented	Admissions Office	1	1 (100%)	5	5	5	5	Developed and maintained Admissions App
UMFO6: General Administrative and Support Services (GASS)									
OVPSAS GASS 1: Administrative and Support Services Management									
OHA GASS 1: <u>Administrative and Support Services</u>	PI 1. Number of administrative services and financial/ administrative documents acted within time frame	Admissions Office	24	88 (366.67%)	5	5	5	5	
	PI 2. No. of formal/informal linkages with external agencies maintained		1	1 (100%)	5	5	5	5	
	PI.14 No. of council/board/committee assignments served/functions performed	Admissions Office	1	8	4	4	4	4	QS Star Assessment Application, THE Ranking, Student Organizations Evaluation Committee, Dormitory Management Committee, University Curriculum Committee, Anniversary Ushering Committee, Departmental Socio Cultural Committee, Anniversary Goodwill Games
	PI.15 No. of unit heads/staff meetings presided	Admissions Office	6	11 (183.33%)	5	5	5	5	
	PI 1: Percentage of documents and records received systematically filed and recorded QRM form within the day of receipt	dDRC	100%	100%	5	5	4	4.67	
	PI 4: Percentage of documents delivered to different units	dDRC	100%	100%	5	4	4	4.33	



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	PI (X): Response to NCs and CARs issuances	Head and staff, Admissions Office	100%	100%	5	5	5	5	
	Response to OFI for 3rd IQA and 2nd surveillance audit	Head and staff, Admissions Office	100%	100%	5	4	4	4.33	
	Percentage of NCs received and acted	Head and staff, Admissions Office	0%	0%	5	5	5	5	
	Percentage of CARs received and acted	Head and staff, Admissions Office	0%	0%	5	5	5	5	
		Total Over-all Rating							77.3
		Average Rating							4.83
		Adjectival Rating							Outstanding
Received by:		Calibrated by:		Approved by:					
 <b>TONI MARC L. DARGANTES</b> Planning Office Date: <u>JUL 06 2023</u>		 <b>DANIEL LESLIE S. TAN</b> Chairman, PMT Date: <u>JUL 06 2023</u>		 <b>EDGARDO E. TULIN</b> University President Date: <u>JULY 12, 2023</u>					

- 1- Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average