



Visayas State University
Office of the Head for Planning
Visca, Baybay City, 6521-A, Leyte, Philippines



OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCR)

I, **TONI MARC L. DARGANTES**, Head of the Planning 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-December 2023**.

Approved:

tmd
TONI MARC L. DARGANTES
Head of Unit

Date: DEC 23 2022

mlabro
MARCELO T. ABRERA JR.
Director for Planning and Infrastructure Development

Date: DEC 23 2023

Head & Planning Officer	Planning Office	1
Job Order Administrative Staff	Planning Office	2

Rating Equivalents:

5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
UNIV MFO1: GENERAL ADMINISTRATION & SUPPORT SERVICES									
MFO 1. Administrative and Support Services Management	PI 1. Efficient & customer-friendly frontline service	Planning Staff	zero complaint						
	PI 2. Effectively acted Administrative/financial documents	Planning Staff	30						
	PI 3. Personnel efficiently supervised and monitored	Head	2						
	P1.4. Administrative & management meetings effectively chaired	Head	5						


MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
	P1.6 ISO aligned documents for at least 1 core process.	Head, Planning Staff	1						
	P1.3. Number of Best practices/innovation implemented	Head	1						
	<i>Average Rating</i>								
MFO 2. Planning Services	PI 2. Efficient Institutional Planning and Monitoring Services								
	* Number of Strategic Plan Monitoring Forms assessed, reviewed and consolidated	Head, Planning Staff	4						
	* Number of Reports from Operational Plan Monitoring Forms generated/created	Head, Planning Staff	1						
	* Number of Institutional Plan documents reviewed	Head	5						
	* Number of Planning Workshops conducted and facilitated	Head, Planning Staff	2						
	* Number of Inventory of Plans of the University	Head, Planning Staff	3						
	* Number of Policy/Guidelines Created/Formulated/Maintained	Head	1						
	* Number Risk Identified, assessed, analyzed, and managed	TMDargantes, Risk Manager Staff	10						
	* Number of Action Plans Assessed and Monitored for Effectiveness	TMDargantes, Planning Staff, Risk Manager Staff	70						
	PI 3. Number of OPCRs facilitated, evaluated and validated	Head, Planning Staff	50						
	* OPCR Evaluation and Monitoring	Head, Planning Staff	100%						
	* Number of OPCR consolidated reports created	Head, Planning Staff	1						
	* Efficient dissemination of OPCR Rating Results	Head, Planning Staff	100%						
	PI 4. Physical Planning Services								
	* Number of Project Proposals reviewed, consolidated and submitted to NEDA, RDC, BOR, CHED and DBM	Head, Planning Staff	25						
	* Number of List of Project Proposals Maintained	Head, Planning Staff	50						
	* Number of Development Plans Monitored and Evaluated	Head, Planning Staff	1						
	* Number of Budget/proposal Calls conducted	Head, Planning Staff	1						

MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
	* Number of CARs, OFIs, NCs Addressed	Head, Planning Staff	2						
	PI 5. Percentage of the Land Use Development Plan (LUDIP) Facilitated for completion	Head, Planning Staff	100%						
	P1.6. Promptly provide data needed for VSU budget proposal	Head, Planning Staff	100%						
	<i>Average Rating</i>								
<i>Total Over-all Rating</i>									
<i>Average Rating</i>									
<i>Adjectival Rating</i>								<i>Outstanding</i>	

Received by:

TONI MARC L. DARGANTES
 Planning Office


12/23/2022

Calibrated by:

DANIEL LESLIE S. TAN
 Chairman, PMT

JAN 04 2023

Recommending Approval:

DILBERTO O. FERRAREN
 Vice-Pres. For Planning, Resource
 Generation & Auxiliary Services

Approved by:

EDGARDO E. TULIN
 University President

1/5/2023