



Visayas State University
Planning Office
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-July 2023**.

Approved:

tmd
TONI MARC L. DARGANTES

Head of Unit

Date: 7/13/2023

Marcelo T. Abrera Jr.
MARCELO T. ABRERA JR.

Director for Planning and Infrastructure Development

Date: 07/13/23

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

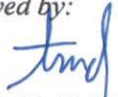
Rating Equivalents:


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	zero complaint	5	5	5	5.00	
	PI 2. Effectively acted Administrative/financial documents	Planning Staff	30	766	4	5	5	4.67	
	PI 3. Personnel efficiently supervised and monitored	Head	2	4	5	4	4	4.33	
	PI 4. Administrative & management meetings effectively chaired	Head	5	4	5	5	4	4.67	1st and 2nd Quarter Only

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	3	5	5	5	5.00	
	P1.3. Number of Best practices/innovation implemented	Head	1	1	5	4	5	4.67	MOOE TIER II Call for Proposals
	<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	6	5	5	5	5.00	
	* Number of Reports from Operational Plan Monitoring Forms generated/created	Head, Planning Staff	1	3	5	4	5	4.67	Changes in External and Internal Issues, Attainment of the Objectives, Risk registry Highlights
	* Number of Institutional Plan documents reviewed	Head	5	24	4	5	5	4.67	
	* Number of Planning Workshops conducted and facilitated	Head, Planning Staff	2	6	5	5	5	5.00	
	* Number of Inventory of Plans of the University	Head, Planning Staff	3	4	5	5	4	4.67	Strategic Plan, WFP, Development Plan, Internationaliza tion Plan, ISSP
	* Number of Policy/Guidelines Created/Formulated/Maintained	Head	1	3	5	5	5	5.00	
	* Number Risk Identified, assessed, analyzed, and managed	TMDargantes, Risk Manager Staff	70	274	5	5	5	5.00	
	* Number of Action Plans Assessed and Monitored for Effectiveness	TMDargantes, Planning Staff, Risk Manager Staff	70	214	5	4	5	4.67	
	PI 3. Number of OPCR's facilitated, evaluated and validated	Head, Planning Staff	50	129	5	5	5	5.00	

MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
	* OPCR Evaluation and Monitoring	Head, Planning Staff	100%	1	5	4	5	4.67	
	* Number of OPCR consolidated reports created	Head, Planning Staff	1	1	5	5	5	5.00	
	* Efficient dissemination of OPCR Rating Results	Head, Planning Staff	100%						OPCR submission is in July
	PI 4. Physical Planning Services								
	* Number of Project Proposals reviewed, consolidated and submitted to NEDA, RDC, BOR, CHED and DBM	Head, Planning Staff	25	27	5	5	5	5.00	
	* Number of List of Project Proposals Maintained	Head, Planning Staff	50	106	5	4	5	4.67	
	* Number of Development Plans Monitored and Evaluated	Head, Planning Staff	1	21	5	5	5	5.00	
	* Number of Budget/proposal Calls conducted	Head, Planning Staff	1	1	5	5	5	5.00	MOOE TIER II
	* Number of CARs, OFIs, NCs Addressed	Head, Planning Staff		0	5	5	5	5.00	
	PI 5. Percentage of the Land Use Development Plan (LUDIP) Facilitated for completion	Head, Planning Staff	100%	70.00%	4	4	5	4.33	Ongoing
	PI 6. Promptly provide data needed for VSU budget proposal	Head, Planning Staff	100%	100.00%	5	5	5	5.00	
	<i>Average Rating</i>							4.82	
Total Over-all Rating									
Average Rating									
Adjectival Rating									Outstanding

Received by:

TONI MARC L. DARGANTES
 Planning Office

Calibrated by:

DANIEL LESLIE S. TAN
 Chairman, PMT

Approved by:

EDGARDO E. TULIN
 University President