


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **ELSIE E. SALAMAT**, Head of the Alumni and Community Relations Office commits to deliver and agree to be rated for the attainment of the following targets in accordance with the indicated measures for the period January to June, 2021.


ELSIE E. SALAMAT

Assoc. Prof. II and ACRO Head

Approved:


DILBERTO O. FERRAREN
Vice President-PRGAS



| MFOs/PAPs | Success Indicators | Unit/Persons Responsible | Target | Actual Accomplishment | Rating | | | | Remarks |
|---|--|--------------------------|--------|-----------------------|--------|--------|--------|----------------|---------|
| | | | | | Q 1 | E 2 | T 3 | A ⁴ | |
| MFO 1. Frontline Services | | | | | | | | | |
| Efficient and friendly frontline services | | | | | | | | | |
| | PI 1. No complaint from clients served | ACRO staff | 100% | 100% | 5 | 5 | 5 | 5 | |
| Effectively acted Administrative /Financial Documents | | | | | | | | | |
| | PI 2. Number of official documents timely and effectively acted upon | ACRO Head | | | | | | | |
| | Vouchers, payrolls PRs and PPMPs | | 100 | 102 | 5 | 4 | 5 | 4.67 | |
| | Certification clearance graduating students | | 400 | 338 | 4 | 5 | 5 | 4.67 | |

| | | | | | | | | | |
|--|---|--|----|----|---|---|---|------|--|
| | PI 3. Number of quality procedure prepared/revised | ACRO Head and Admin Asst. | 1 | | 5 | 4 | 5 | 4.67 | |
| MFO 2. Planning Management and Monitoring Services | | | | | | | | | |
| | PI 1. Programs, activities and Projects (PAPs) planned | | | | | | | | |
| | a. Number of management meetings with ACRO Staff and Alumni Communicators | ACRO Head | 12 | 22 | 5 | 5 | 5 | 5 | |
| | b. Number of monitoring meetings with Alumni Scholars | ACRO Head | 2 | 3 | 5 | 5 | 5 | 5 | |
| | c. Number of planning meetings for Campus-based Alumni Activity | ACRO Head and Alumni Communicators/V SU Web Team | 2 | 5 | 5 | 5 | 5 | 5 | |

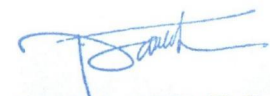
| | | | | | | | | | |
|--|---|--|----|----|---|---|---|-----|--|
| | d. Number of planning meetings with 2021 homecoming hosts | ACRO Head/Alumni Communicators/ VSU Web team/Campus-based Host Batch Members | 2 | | 5 | 5 | 5 | 5 | |
| | Pl. 2. Programs/activities /projects implemented | | | | | | | | |
| | a. Virtual alumni reunion (all over the world) | ACRO/Alumni Communicators/ Host Batch Members / VSU Web Team/VSUAAI BOD | 1 | 1 | 5 | 4 | 5 | 4.7 | |
| | b. Fund-raising activity for alumni scholarship | ACRO Head/Alumni Communicators/V SUAAI BOD | 1 | 2 | 5 | 5 | 5 | 5 | |
| | c. Campus-based Alumni Activity | ACRO/Alumni Communicators/V SUAAI BOD/VSU Web Team | 1 | 2 | 5 | 5 | 5 | 5 | |
| | d. Campus-based Alumni Census: Number of | ACRO/ Alumni Communicators | 30 | 35 | 5 | 5 | 5 | 5 | |

| | | | | | | | | | |
|------------------------|---|--|-----|-----|---|---|---|-----|--|
| | census forms retrieved | | | | | | | | |
| | e. Alumni Survey via google docs | ACRO Head/Communica tion and Media Production Specialist | | | | | | | |
| | Number of survey docs prepared | | 3 | 3 | 5 | 4 | 5 | 4.7 | |
| | PI 3. PAPs monitored | | | | | | | | |
| | a. Number of alumni scholars monitored | ACRO Head | 3 | 3 | 5 | 5 | 5 | 5 | |
| | b. Number of alumni communicato rs monitored on their expected output | ACRO Head | 30 | 39 | 5 | 5 | 5 | 5 | |
| | c. Number of Alumni Monitored through google survey docs | ACRO Head/Communica tion and Media Production Specialist | 350 | 150 | 4 | 5 | 5 | 4.7 | |
| MFO 3. Alumni Services | | | | | | | | | |

| | | | | | | | | | |
|---------------------------------|--|--|-----------------------|-------|---|---|---|-----|--|
| | PI 1. Percent Alumni ID printed and released as requested | ID printing in charge | 80% Zero complaint | | 5 | 5 | 5 | | |
| | PI. 2. Percent Alumni clearance issuance for graduates of 2020 as requested | Admin. Asst. | 80% Zero Complaint | 100% | 5 | 5 | 5 | 5 | |
| | PI 3. Percent bank deposit slips for Alumni Membership and ID payment recorded as received | Admin. Asst. | 100% | 100% | 5 | 5 | 5 | 5 | |
| | PI 5. Number of alumni tracer forms encoded in the data base | Data base encoding in charge | 700 | 1,300 | 5 | 5 | 5 | 5 | |
| | PI 6. Percent Alumni inquiries responded to via social media | ACRO Head | 80% Zero complaint | 100% | 5 | 5 | 5 | 5 | |
| MFO 4. Strong Alumni Engagement | | | | | | | | | |
| | PI.1. Social Media platform created (FB page) or VSU Website to engage alumni | ACRO Head / Communication and Media Production Specialist in collaboration with VSU Web Team | 1 | 1 | 5 | 4 | 5 | 4.7 | |

| | | | | | | | | | |
|-----------------------------|--|---|-----|-------|--------------------|---|---|---------------|--------------------|
| | PI.2. Writing of articles and updates for Alumni Homepage at the VSU Website | Communication and Media Specialist (request for personnel already approved by the Pres. Waiting for Approval by Budget Office) in collaboration with VSU Web Team | 1 | | | | | | No hired personnel |
| | P. I. 3 Number of social gathering conducted for campus-based alumni | ACRO and Alumni Communicators | 1 | 1 | 5 | 4 | 5 | 4.7 | |
| | P.I. 4 Percentage of campus-based alumni joining the activity | ACRO and Alumni Communicators/V SUAAl BOD in collaboration with VSU Web Team | 20% | 19.1% | 5 | 4 | 5 | 4.7 | |
| | P.I. Number of local chapters facilitated for creation | ACRO/ VSUAAl BOD | 1 | 1 | 5 | 4 | 5 | 4.7 | |
| | P. I. 6 Number of Alumni Chapters submitting Report to ACRO/VSUAAl | ACRO/VSUAAl BOD | 1 | 1 | 5 | 4 | 5 | 4.7 | |
| Total Overall Rating | | | | | | | | 126.37 | |
| Average Rating | | | | | | | | 4.86 | |
| Adjective Rating | | | | | Outstanding | | | | |

Received by:



DANIEL LESLIE S. TAN
Planning Office

Date: AUG 06 2021

- 1 – quality
- 2 – Efficiency
- 3 – Timeliness
- 4 – Average

Calibrated by:



REMBERTO A. PATINDOL
PMT Chair

Date: _____

Recommending Approval:



DILBERTO O. FERRAREN
Vice President-PRGAS

Date: _____

Approved by:


EDGARDO E. TULIN
President

Date: _____