Code: 19538
2436

Visayas State University
ONLINE PROGRAMS OFFICE

Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **DEEJAY M. LUMANAO**, Head of the **ONLINE PROGRAMS 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 **July to December, 2021**.

Approved:

DEEJAY M. LUMANAO
Head, Online Programs Office
Date:

BEATRIZ S. BELONIAS
VP for Academic Affairs
Date:

INFORMATION ON PERSONNEL

Personnel	Number
Head of Online Programs Office (designee)	1
Administrative Officer V	1
Education Research Assistant	0
Admin Assistant II	0
Admin Aide VI (Audiovisual Technician)	0
Utility/Messenger (Job order)	1
Admin Aide IV (Printing Press Staff)	0
Admin Assistant II (E-learning Website Administrator)	1
Data Encoder (Job Order)	0

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments		Rating				Remark
					% Accomplishment as of December 2020	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	
UMFO	**1: Advanced Education Services**										
OVPI/OPO MFO 1.	Graduate Degree Program Management Services										

PI 1: Number of extramural graduate degree specializations implemented/coordinated	Office head, Online Educ Systems Admin (OESA)	5	200.0%	10	5	5	5	5.00	MAgDev with majors in Language Teaching, Agronomy, Agricultural Education, Agricultural Extension, Animal Production, Agricultural Economics, Development Communication, Plant Pathology, Plant Protection, Entomology; plus 1 specialization which can be taken as cognate (Food Science and Technology)
PI 2: Total FTE monitored	Office Head	40	162.4%	64.96	5	5	5	5.00	Accomplishment reflected here covers FTEs in the 1st Sem of 2021-2022 (55 courses handled by 30 graduate faculty)
PI 3: Percentage increase in number of extramural graduate students enrolled	Office head, OESA,	2.0%	74.24%	49	5	4	4	4.33	In the First Sem of SY 2020-2021, there were 65 students enrolled in extram courses; but in the First Sem of 2021-2022, there were 49 students who enrolled in extramural courses.
OVPI/OPO MFO 2. Graduate Student Management Services									
PI 1: Number of graduate students awarded with scholarship/assistantship	OPO head, ERA								Not included in the target since graduate students enrolled in distance eduaction program are those without scholarships and who cannot leave their work stations. Those who could avail scholarship would shift to the on-campus mode of delivery.
PI 2: Percentage of graduate students awarded with scholarship/assistantship who graduated within prescribed period	OPO head, ERA								Not included in the target since most of the distance education students are working so they carry load below the regular load and usually cannot finish within 2 years
PI 3: Number of graduate students awarded with honors/distinction	OPO Head, ERA								Not included in the target since most of the distance education students carry load below the regular load that should be carried by students awarded with honors.
UMFO 5. Support to Operations (STO)									
OVPI/OPO MFO 7. Distance Education Services									
PI 1: Number of distance education curricular programs implemented	Office head, Online Educ Systems Admin (OESA)	5	200.0%	10	5	5	5	5.00	MAgDev with majors in Language Teaching, Agronomy, Agricultural Education, Agricultural Extension, Animal Production, Agricultural Economics, Development Communication, Plant Pathology, Plant Protection, Entomology; plus 1 specialization which can be taken as cognate (Food Science and Technology)
PI 2: Percentage increase in the number of extramural students enrolled	Office head, Online Educ Systems Admin (OESA)	2.0%	74.24%	49	5	5	4	4.67	In the First Sem of SY 2020-2021, there were 65 students enrolled in extram courses; but in the First Sem of 2021-2022, there were 49 students who enrolled in extramural courses.
PI 3: Number of extramural students graduated within the prescribed period	Office head, Online Educ Systems Admin (OESA)								
PI 4: Number of e-classrooms developed/maintained for the online courses to be offered	Course site/ systems administrator	8	187.5%	15	4	5	4	4.33	
PI 5: Number of user accounts created/ maintained	Course site/ systems administrator	36	155.6%	56	4	5	4	4.33	
OVPI/OPO MFO 12: Instructional Materials Development Services									
PI 1: Number of courseware/IMs development workshops conducted	OPO head, other OPO staff								

PI 2: Number of instructional materials/learning modulesreviewed/reproduced/ distributed to students	OPO Head, and other OPO staff	24	108.3%	26	4	5	5	4.67	26 e-copies distributed to online students
UMFO 6. General Administration and Support Services (GASS)									
OVPI/OPO MFO 1. Administrative and Facilitative Services									
PI 1: Number of colleges, departments, units, projects and/or classes served	OPO, other staff	40	177.5%	71	5	5	5	5.00	
PI 2: Number of university committees/ boards/council served	OPO, other staff	5	160.0%	8	5	5	5	5.00	
PI 9: Number of documents/reports prepared, reviewed/processed	OPO head, clerk, utilityman, other OPO staff	100	231.0%	231	5	5	5	5.00	
OVPI/OPO MFO 2. Frontline Services									
PI 1. Efficient and customer-friendly frontline service	Zero percent complaint from clients served	no complaint	no complaint	no complaint	5	5	5	5.00	
OTHER INITIATIVES									
1. Number of webpages developed (OPO/VSUOU page)/maintained	Course site/ systems administrator	2	150.0%	3	5	4	4	4.33	2 websites (ou.vsu.edu.ph moodle/elearning site, OU facebook page) OPO Newspage
2. Number of information drive activities conducted	OPO Head, and other OPO staff	2	250.0%	5	4	5	4	4.33	Sending of information through emails.
Total Over-all Rating						66.000			
Average Rating						4.714			
Adjectival Rating						Outstanding			

Received by:

DILBERTO O. FERRAREN, PhD
Planning Office
Date: MAR 1 4 2022

Calibrated by:

DANIEL LESLIE S. TAN, Ph.D.
Chair, PMT
Date: MAR 0 9 2022

Recommending Approval:

BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Academic Affairs
Date: MAR 0 9 2022

Approved:

EDGARDO E. TULIN, Ph.D.
President
Date: MAR 1 2 2022