

Visayas State University ONLINE PROGRAMS OFFICE

Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, EDITHA G. CAGASAN, Head of the ONLINE PROGRAMS OFFICE (Open University, MMDC, VSU Printing Press), 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, 2018.

EDITHA G. CAGASAN

Head, Online Programs Office

INFORMATION ON PERSONNEL

Personnel	Number
Head of Online Programs Office (designee)	1
Education Research Assistant (study leave)	
Admin aide VI (Audiovisual technician)	1
Utility/messenger (Job order)	1
Admin aide IV (Printing press staff)	1
Admin assistant II (E-learning website administrator)	1
Data encoder (Job order)	1

Approved:

BEATRIZ S. BELONIAS

VP for Instruction

Date:

Rating Equivalents:

5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory

2 - Fair

					Actual Accomplishments		Rating		Rating		
MFO No.	MFO Descrip- tion	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	% Accom- plishment as of June. 2018	Details of Accom- plishments	Quality	Efficiency	Timeliness	Average	Remark
UMFO	1: Advanced	d Education Services									
OVPI/OPO	OVPI/OPO MFO 1. Graduate Degree Program Management Services										
1	CC INT THE PROPERTY OF THE	r of extramural graduate degree is implemented/coordinated	Office head, ERA, Online Educ Systems Admin (OESA)	4	125.0%	5	5	5	5		MAgDev with majors in Language Teaching, Agronomy, Agricultural Education, Agricultural Extension, Animal Production
	PI 2: Total F	TE monitored	Office Head, ERA	10	657.0%	65.7	5	5	5		Accomplishment reflected here covers FTEs in the 1st sem of 2018-2019 (17 courses handled by 9 graduate faculty)
		tage increase in number of extramural dents enrolled	Office head, ERA, OESA, clerk	2%	186%	67	5	5	5		In the First sem of SY 2017-2018, there were 36 students enrolled in extram courses but in the first sem of 2018-2019, there were 67 students who enrolled in extramural courses.
OVPI/OPO	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 education program are those without scholarships and who cannot leave their work stations. Those who could avail of scholarships 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	OPO head, ERA, other Open U staff	4	125.0%	5	5	5	5	5.00	MAgDev with majors in Language Teaching, Agronomy, Agricultural Education Agricultural Extension, Animal Production; plus 3 specializations which can be taken as cognate (Development Communication, Agricultural Economics, Plan Protection)
PI 2: Percentage increase in the number of extramural students enrolled	OPO head, ERA, other Open U staff	2.0%	186.0%	67	5	5	5	5.00	In the First sem of SY 2017-2018, there were 36 students enrolled in extram courses but in the first sem of 2018-2019, there were 67 students who enrolle in extramural courses.
PI 3: Number of extramural students graduated within the prescribed period	OPO head, ERA, other Open U staff								
PI 4: Number of e-classrooms developed/maintained for the online courses to be offered	Course site/ systems administrator	8	250.0%	20	5	5	5	5.00	
PI 5: Number of user accounts created/ maintained	Course site/ systems administrator	30	250.0%	75	5	5	5	5.00	
OVPI/OPO MFO 10. Video Documentation and Other Related Serv	ices								
PI 1: Number of job requests served	OPO Head, AV technician, clerk, utilityman	50	210.0%	105	5	5	5	5.00	Include requests for video documentation, video editing, video grabbing, CD burnin & labelling, operation of AV equipment during trainings/seminars/classes, repair of equipment, others.
OVPI/OPO MFO 11. Printing and Binding Services									
PI 1: Number of job requests served	OPO head, VPP staff, clerk, utilityman	30	200.0%	60	5	5	5	5.00	
OVPI/OPO MFO 12: Instructional Materials Development Services									
PI 1: Number of courseware/IMs development workshops conducted	OPO head, other OPO/MMDC staff	1	200.0%	2	5	5	5	5.00	2 workshops on the use of MOODLE attended by graduate faculty members handling extramural courses
PI 2: Number of instructional materials/learning modulesreviewed/reproduced/ distributed to students	OPO Head, ERA and other staff	5	120.0%	6	4	5	4	4.33	6 reviewed, reproduced and distributed + 67 re-printed & distributed

.

UMFO 6. G	eneral Admin	istration and Support Services (GASS)									
OVPI/OPO	MFO 1. Adm	inistrative and Facilitative Services									
	PI 1: Number and/or classe	er of colleges, departments, units, projects es served	OPO/MMDC/VPP staff	20	150.0%	30	5	5	5	5.00	
	PI 2: Number	er of university committees/ boards/council	OPO/MMDC/VPP staff	10	200.0%	20	5	5	5	5.00	
	PI 9: Number reviewed/pro	er of documents/reports prepared, ocessed	OPO head, clerk, utilityman, other OPO staff	150	153.0%	230	5	5	5	5.00	Include requests for video documentation, video editing, video grabbing, CD burnin & labelling, operation of AV equipment during trainings/seminars/classes, repair of equipment, others.
OVPI/OPO	MFO 2. From	ntline Services									
	PI 1. Efficient and customer-frienly frontline service		Zero percent complaint from clients served	no complaint	100	no complaint	5	5	5	5.00	
OTHER INIT	TIATIVES										
Number of webpages developed (OPO/VSUOU Course site/ systems administrator 2 administrator				200.0%	4	5	5	5	5.00	2 websites with a total of 7 pages (OPO/VOU; OU facebook page)	
	2. Number o	f information drive activities conducted	OPO Head, Course site/ systems administrator, AV technician	2	150.0%	3	5	5	4	4.67	Include sending of info trhough emails, posting in the vsu website, and giving of OU brochures to participants of trainings coducted by VSU.
Total Over-	Total Over-all Rating							84.000		0	
Average Rating .						4.941					
Adjectival Rating							Outstanding			ding	

Received by:	Calibrated by:	Recommending Approval:	Approved:
	Hund	My,	aline
	REMBERTO A. PATINDOL, Ph.D.	BEATRIZ S. BELONIAS, Ph.D.	EDGARDO E. TULIN, Ph.D.
Planning Office	Chair, PMT	Vice/Pres. for Instruction	President
Date:	Date:	Date:	Date:

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average