

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, ALELI A. VILLOCINO, Vice President for Student Affairs and Services 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 1- following targets in accordance with the indicated measures for the period July-December 31, 2020.

Approved:


ALELI A. VILLOCINO
 VP for Student Affairs and Services

Date


EDGARDO E. TULIN
 University President



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

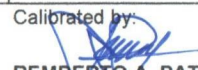
Appointment/Status	Position Title	Number
Head	VP for Student Affairs and Services	1
Regular Staff	Administrative Aide IV	1
Job Order	Administrative Aide I	1
	TOTAL	3

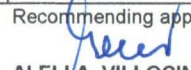
GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2020)	Actual Accomplishments (July-December 2020)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO OPERATIONS									
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
OVPSAS STO 1: ISO 9001:2015 aligned documents and compliant processes	PI.1. Percentage of clients served rated the services received at least very satisfactory or higher	OVPSAS	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	4	4.66	Note: to get the final rating from QAC who analyze all customer feedback
	PI.2 Number of quality procedures revised/updated and registered at QAC		1 quality procedure	1	5	5	5	5	PM-VPS-01 v2 Implementation of Undergraduate Internship Program (local)
	PI. 3 Percentage implementation processes in accordance with existing approved quality procedures	OVPSAS	100% processes implemented according to quality procedure	100% processes implemented according to quality procedure	5	5	5	5	zero NC during external audit
	PI. 4 Percentage of reports submitted on time to partner agencies and other regulatory bodies	OVPSAS	100% reports submitted on time	100% reports submitted on time	5	5	5	5	CHED Monitoring Report, PASUC Survey, Office of the 5th District of Leyte; number o students enrolled in VSU
	PI. 5 Percentage of ISO evidences compliant with existing OVPSAS quality procedures kept intact and readily available to the Auditor	OVPSAS	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5	c/o DDRC Sheila Marie C. Lemos
OVPSAS STO2: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									

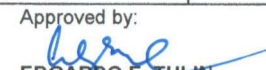
GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2020)	Actual Accomplishments (July-December 2020)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OVPSAS STO 2: ARTA aligned frontline services	PI. 6 Efficient & customer friendly frontline service	AA Villocino and staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	Note: Please refer to customer satisfaction survey result from QAC
OVPSAS STO4: INNOVATION AND BEST PRACTICES									
OVPSAS STO 4: Innovations and new Best Practices Development Services	PI. 7 Number of new systems/innovations/proposals introduced and implemented	OVPSAS	Delivery of learning guides to LGUs and Academic Links	2	5	5	5	5	Proposal presented to UADCo on LMs delivery for offline learners linking to LGUs and HEIs; Monitoring system - Airtable (designed by Mr. Jed Asaph D. Cortes for the purpose of LMs delivery and monitoring)
	PI. 8 Number of best practices shared to other agencies and /or entries submitted to any search for best practices	OVPSAS, ODS, Committee on LGU Links	Mobile of delivery of learning guides to LGUs and Academic Links	1	5	5	5	5	Delivery system presented to all LGUs of 5th District of Leyte
UMFO6: GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS)									
OVPSAS GASS 1: ADMINISTRATIVE AND SUPPORT SERVICES MANAGEMENT									
	PI. 9 Number of administrative services and financial/administrative documents acted within time frame	OVPSAS	100% documents acted	100% documents acted	5	5	4	4.66	Certifications, clearances, reports, monitoring report, budget proposals
	PI. 10 Number of linkages with external agencies	OVPSAS	5 linkages	10 linkages	5	5	5	5	LGU (Baybay, Inopacan, Hilongos, Hindang, Bato, Matalom, Mahaplag, Abuyog, Javier, Pilar, Camotes, Albueria, Kananga, Matag-ob)
	PI. 11 Number of council/board committee assignments served/functions performed	OVPSAS	12	20	5	5	5	5	LGU/Academic Links, OVPAA, departments, units under OVPSAS, VEFI, ASHO, ODIE
	PI. 12 Number of unit head/staff meetings presided	OVPSAS	1 meeting per month		5	5	5	5	
	PI. 13 Number of seminars/conferences/trainings attended by OVPSAS	OVPSAS	6 seminars/conferences/trainings	6	5	5	5	5	OHRA-OHRA, RACSS, Remote auditing, training workshops on course modules, webinar series on re-opening of schools, operational planning workshops

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	PI. 14 Number of established informal linkages with industries/employers	OVPAS	1 linkages	4	5	5	5	5	SUCs, educational forum, Sangguniang Kabataan, MSU SPEAR
		Total Over-all Rating			70	70	68	69.3	
		Average Rating			5	5	4.85	4.95	
		Adjectival Rating		Outstanding					

Received by: 
DANIEL LESLIE S. TAN
 Director for Planning and Infrastructure
 Project Development and Monitoring
 Date: FEB 24 2021

Calibrated by: 
REMBERTO A. PATINDOL
 Chairman, PMT
 Date: _____

Recommending approval: 
ALELI A. VILLOCINO
 VP for Student Affairs and Services
 Date: _____

Approved by: 
EDGARDO E. TULIN
 University President
 Date: _____

- 1- Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average