

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

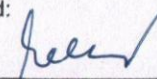
I, MANOLO B. LORETO, Dean of Students, Office of the Dean of Students commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to December, 2022



MANOLO B. LORETO
Dean of Students, ODS

Date

Approved:



ALELI A. VILLOCINO
VP for Student Affairs and Services



Appointment/Status	Position Title	Number
Head	Dean of Students (Designated)	1
Regular Staff	Guidance Coordinator III	1
	Guidance Counselor III	2
	Guidance Counselor I	1
	Admin. Officer III	1
Casual	Admin. Aide III	1
Job Order		1
	TOTAL	8
No. of Offices	Heads	6

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

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2022)	Actual Accomplishments (January-June, 2022)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO OPERATIONS									
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODS 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	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	95% of clients rated services as very satisfactory or higher	100% (March), 100% (April) and 97.27 % (May)	5	5	5	5.00	Report from the QAC
	PI. 2. Number of quality procedures revised/updated and registered at QAC	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	3 quality procedures revised and registered	17 PMs and 42 forms approved by the QAC	5	5	5	5.00	5 previously registered PMs were revised and
	PI. 3. Percentage implementation of processes in accordance with existing approved quality procedures	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% processes implemented according to QP	100% of ODS procedures were followed	5	5	5	5.00	No NC during external audit
	PI. 4 Number/Percentage of Reports submitted on time to partner agencies and other regulatory bodies	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100 % report submitted on time	100% of reports or documents required by partner agencies submitted	5	5	5	5.00	UniFAST Validation and Billings; CHED Scholars Monitoring: SAS

	PI.5 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% ISO compliant evidences readily available	100% documents and records are intact and available	5	5	5	5.00	Open shelf cabinet is installed at the Conference room dedicated for ISO
OVPSAS STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODS STO. 2: FOI aligned frontline services	PI. 6 Percentage compliance of reporting requirements in accordance with FOI Manual	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% submission of required reports on time	90%	4	4	4	4.00	
OVPSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODS STO 3: ARTA aligned frontline services	PI. 7 Efficient & customer friendly frontline service	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	Zero percent complaint from clients served	1-complain (No electric fan at the lounge)	4	5	5	4.67	A standfan was set up immediately at the lounge
OVPSAS STO4: INNOVATIONS & BEST PRACTICES									
ODS STO 4: Innovations & new Best Practices Development Services	PI. 8. Number of new systems/innovations/proposals introduced and implemented	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	Online counseling, weekly Serbisyo Estudyante program, Online Kumustahan (students and LSIs), NiKoPaNi organization, Junior DBGF orientation, online application of scholarship, virtual roundtable discussion	238 Online Counseling; 9 Online Kumustahan sessions; 1 Roundtable Discussions with student leaders; >1000 online scholarship applications processed	5	5	5	5.00	
	PI. 9. Number of request for expert services in seminars/workshops served/provided	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	3 expert services	8 (1 PFA for student's family; 1 PFA for DepEd teachers; 1 Webinar for Navotas Elem. Teachers; 3 PFA for victims of Typhoon Agaton; 1 Student Onboarding-Students' Wellbeing; 1 Career Planning for SHS in Matalom)	5	5	5	5.00	Subject to request for services as RP/Facilitator
	PI. 10. Number of best practices shared to other agencies and/or entries submitted to any search for best practices	MBL	2 best practices shared	1 (Seminar on Mental Health in the Workplace-VSU Practice during the Capacity Training of PESO Managers in Ormoc, Feb. 2022)	3	5	5	4.33	

	PI. 11. Number of action research conducted and analyze	CAB	1 action research	1 Mental Health Study of CoEd students(50% completed)	3	5	5	4.33	
UMFO6: General Administrative and Support Services (GASS)									
OVPSAS GASS 1: Administrative and Support Services Management									
ODS GASS 1: <u>Administrative and Support Services</u>	PI. 12 Number of administrative services and financial/ administrative documents acted within time frame	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% documents acted (with absolute figures)	100% acted within prescribed time (77 financial documents; 440 CGMC; 379 Clearance; 41 S.A. applications; 61 ID replacement requests; 147 Readmissions; 201 Shifting with counseling)	5	5	5	5.00	
	PI. 13 No. of formal/informal linkages with external agencies maintained	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	1 (DOLE, POEA, Industry, Employers)	9 (DOLE, Jobs180.com; POEA;CSWD;PhilChema; Bountry Talent Basket; Channel Precision; LGU Scholarship MOA)	5	5	5	5.00	
	PI.14 No. of council/board/committee assignments served/functions performed	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	UADCO, Acad Council, ViFE, Undergrad Student Scholarship Committee, GAD, Alumni Communicator, LGU Link, PESO	10 UAdCO; 1 UAC; 3 Undergrad Comm. Meeting; 1 PESO; 1 Honors and Awards Comm.; 1 VSU Anniv Comm.; 1 LGU Baybay Link; 1 Admission Comm.; 1 ASHO Comm	5	5	5	5.00	
	PI.15 No. of unit heads/staff meetings presided	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	ODS Monthly meeting,	10 ODS meetings presided	4	5	5	4.67	2 meetings per mor

ODS GASS 2: Student Welfare Services	PI. 16 Number of guidance activities conducted	OSWS	18 guidance activities	22 (PEERS-1; Serbisyo Estudyante-4, Kumustahan-7, Self-Awareness Session-1, Character Enhancement-1; Personal Branding-1; Mental Health Webinar for BSHM and Ed. students-1)	5	5	5	5.00	
	PI. 17 Percentage of student counselled	OSWS	8% of the current student population	3.65%	3	5	5	4.33	Due to decrease of
ODS GASS 3: Institutional Student Services	PI 18 Number of students availing VSU dormitory facilities	OISPS	800 qualified students	183 qualified students during 2nd sem, 2021-22 and Mid-year, 2022	3	4	4	3.67	Due to limited F2F c
	PI. 19 Number of students awarded with scholarships/grants and/or monitored	OISPS	1000 VSU-funded scholarships; 50 CHED funded; 150 DOST; 600 TES; 300 TDP-TES & 20 privately-funded	96 VSU-funded; 192 CHED; 634 TES; 430 TDP; 101 LGU Ormoc; 25 SLT; 5 GPSP-LBPFI; 220 DOST; 14 ATI-NTC; 15 DA-Biotech	5	5	4	4.67	
		Total Over-all Rating							89.67
		Average Rating							4.72
		Adjectival Rating							

Received by:

TONI MARC L. DARGANTES

OIC Head for Planning Office

Date: 7/15/2022

Calibrated by:

DANIEL LESLIE S. TAN

VP for Administration and Finance

Date: JUL 22 2022

Approved by:

EDGARDO E. TULIN

University President

Date: 7/25/22