



VISAYAS
STATE UNIVERSITY

OFFICE OF THE BOARD SECRETARY

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OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **GUIRALDO C. FERNANDEZ, JR.**, Head of the **OFFICE OF THE BOARD SECRETARY** 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 2022**.

GUIRALDO C. FERNANDEZ, JR.

Head of Unit

Approved:

EDGARDO E. TULIN

President

Appointment	Appoitment/ Status	No.
Head	Board Secretary	1
Admin./Regular	Admin. Officer III	1
Admin/Casual	Admin. Aide III	1
Total		3

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

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS - MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS	PI1 Number of BOR Meetings facilitated	GC Fernandez, Jr. VV Balbarino, AD Israel	5 meetings	6 meetings	5	5	5	5.00	
	PI2 Number of Pages of Completed BOR Minutes of Meetings	GC Fernandez, Jr.	40 pages	45 pages	5	5	5	5.00	
	PI3 Number of BOR Full Blown Resolutions Prepared	GC Fernandez, Jr.	25 BOR Resolutions	29 BOR Resolutions	5	5	5	5.00	
	PI4 Number of BOR Matrix of Actions Prepared	GC Fernandez, Jr. VV Balbarino	2 Matrix of Actions	2 Matrix of Actions	5	5	5	5.00	
	PI5 Number of Excerpts of BOR Minutes of Meetings Prepared	VV Balbarino	25 Excerpts	25 Excerpts	5	5	5	5.00	

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
	P16 Number of pages/documents scanned & converted into a PDF File for BOR Deliberations (Teleconference)	AD Israel	50 pages	75 pages	5	5	5	5.00	
	P17 Number of BOR Proceedings Transcribed	VV Balbarino	2 Proceedings	6 Proceedings	5	5	5	5.00	
	P18 Number of Letter Requests Prepared and Approved by BOR Chair to Route BOR Referendum	GC Fernandez, Jr.	5 Requests	6 Requests	5	5	5	5.00	
OUS - MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY	P11 Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	GC Fernandez, Jr. VV Balbarino AD Israel	3 Meetings	4 Meetings	5	5	5	5.00	
	P12 Number of pages of Completed UADCO & UAC Minutes of Meetings	GC Fernandez, Jr.	40 pages	50 pages	5	5	5	5.00	
	P13 Number of UADCO/UAC Proceedings Transcribed	VV Balbarino	3 proceedings	4 proceedings	5	5	5	5.00	
	P14 Number of pages/documents scanned & converted into a PDF File for UADCO & UAC Discussions (Teleconference)	VV Balbarino AD Israel	5 documents	25 documents	5	5	5	5.00	
	P15 Number of Referendum Materials prepared for University Academic Council Action	VV Balbarino	15 Materials	30 Materials	5	5	5	5.00	
	P16 Number of special /ADHOC Committee Meetings attended	GC Fernandez, Jr.	2 meetings	2 meetings	5	5	5	5.00	

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS - MFO 3. ADMIN. GENERAL SUPPORT SERVICES	PI1 Number of Requests Received	AD Israel	5 documents	25 documents	5	5	5	5.00	
	Number of Requested Documents Released	AD Israel	5 documents	25 documents	5	5	5	5.00	
	PI2 Number of Documents Received for UADCO/UAC/BOR Meetings	AD Israel	25 Documents	35 Documents	5	5	5	5.00	
	PI3 Number of Vouchers for BOR PER DIEMs Prepared	VV Balbarino	2 Vouchers	6 Vouchers	5	5	5	5.00	
	PI4 Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted	GC Fernandez, Jr. VV Balbarino AD Israel	100% Submitted	100% Submitted	5	5	5	5.00	
	PI5 Number of ISO related documents prepared/complied	GC Fernandez, Jr. VV Balbarino AD Israel	2 documents	3 documents	5	5	5	5.00	
	PI6 Number of University Diplomas Signed	GC Fernandez, Jr.	1,000 diplomas	2,630 diplomas	5	5	5	5.00	
Total Over-all Rating					105	105	105	105.00	
Average Rating					5	5	5	5.00	
Adjectival Rating					Outstanding				

Received by:

Calibrated by:

Approved by:


TONI MARC L. DARGANTES
 Vice President, PRCAS


DANIEL LESLIE TAN
 Chairman, PMT


EDGARDO E. TULIN
 President

Date: JAN 05 2023

Date: JAN 05 2023

Date: 1/6/2023

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