

OP#236  
7/15/21



Visayas State University  
Vice-President for Planning, Resource Generation and Auxiliary Services  
Visca, Baybay City, 6521-A, Leyte, Philippines



## OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCR)

I, **DILBERTO O. FERRAREN**, Vice-President for Planning, Resource Generation and Auxiliary 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 **January-June 2021**.

**DILBERTO O. FERRAREN**

Head of Unit

Date: \_\_\_\_\_

Approved:

**EDGARDO E. TULIN**

University President

Date: \_\_\_\_\_

Vice-President	Planning, Resource Generation & Auxiliary Services	1
Director	Planning & Infra. Proj. & Development Monitoring	1
Head & Planning Officer	Planning & Infra. Proj. & Development Monitoring	1
Regular Administrative Staff	Administrative Assistant II	1
Regular Administrative Staff	Administrative Aide III	1
Job Order Administrative Staff	Administrative Aide I	2
Job Order Architect	Engineer II	1
Job Order Civil Engineer	Engineer II	1

### Rating Equivalents:

5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair  
1 - Poor

MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
UNIV MFO1: GENERAL ADMINISTRATION & SUPPORT SERVICES									
OVPPRGAS MFO 1. Administrative and Support Services Management	PI 1. Efficient & customer-friendly frontline service	PRGAS Staff	zero complaint	zero complaint	5	5	5	5	
	PI 2. Effectively acted Administrative/financial documents	PRGAS Staff	550	1564	5	5	5	5	
	PI 3. Offices and personnel efficiently supervised and monitored (OAS/IGP, URC/CCE, ACRO & Planning and Infrastructure Services)	VP	2	24	4	4	4	4	



MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
OVPPRGAS MFO 1. Administrative and Support Services Management	PI 1.4. Administrative & management meetings effectively chaired	VP, BOM, IGP, PRGAS Staff	2	26	4	5	5	4.67	OVPPRGAS, IGP BOM, Housing
	PI 1.5 Enhanced direct linkages with external agencies	VP, PRGAS Staff	3	5	5	5	5	5	DBM, CHED, NEDA, DPWH, RDC
	PI 1.6 ISO aligned documents for at least 1 core process.	VP, PRGAS Staff	1	1	5	5	5	5	
	<i>Average Rating</i>							4.78	
OVPPRGAS MFO 2. Planning Services and Infrastructure Project Development, Management and Monitoring Services	PI 1. Proactive submission of university reports/ plans and documents as prescribed by DBM & VSU Annual Report								
	* Percentage DBM Quarterly Report of Operation (BAR) and Physical Plan 2020 (BED)	VP, DLSTan, TMDargantes, JJC Villias	100%	100%	5	5	5	5	
	* Percentage CHED-HEMIS CHECKS data update submitted and accepted	DF Andres	100%	--					To be implemented on 2nd half of the year
	* Percentage VSU Annual Report	VP, PRGAS Staff	100%	100%	4	5	5	4.67	
	PI 2. Efficient Institutional Planning and Monitoring Services								
	* Number of Strategic Plan Monitoring Forms assessed, reviewed and consolidated	VPs, PRGAS staff, Dean, Heads, stakeholders, OP, Budget, OFM	4	--					To be implemented on 2nd half of the yr
	* Number of Reports from Strategic Plan Monitoring Forms generated/created		1	--					--do--
	* Number of Institutional Plan documents reviewed		20	--					--do--
	* Number of Planning Workshops conducted and facilitated		2	--					--do--
	* Number of Inventory of Plans of the University	OVPPRGAS Staff	3	--					--do--
	* Number of Policy/Guidelines Created/Formulated/Maintained	VP, PRGAS Staff	1	1	5	5	5	5	
	* Number Risk Identified, assessed, analyzed, and managed	DLSTan, TMDargantes, JJC Villias	10	--					--do--
	* Number of Action Plans Assessed and Monitored for Effectiveness		70	--					--do--
	* Percentage of Crisis Management Committee plans and activities done	DLSTan, DF Andres	50%						
	PI 3. Project and Infrastructure Monitoring Services								



MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
OVPPRGAS MFO 2. Planning Services and Infrastructure Project Development, Management and Monitoring Services	* Number of Project Proposals reviewed, consolidated and submitted to <del>NEDA, RDC, BOR, CHED and DBM</del>	DLSTan, TMDargantes, JMDonayre, AVCunanan	30	56	5	5	4	4.67	
	* Number of List of Projects Maintained		35	56	5	5	5	5	
	* Number of Development Plans Monitored and Evaluated		1	1	5	5	5	5	
	* Number of new infrastructure projects monitored and inspected	DSLTan, JJC Villias, AVCunanan, EACabañero, JBJualo	2	5	5	5	4	4.67	
	* Number of infrastructure under repair/renovation inspected	DSLTan, JJC Villias, AVCunanan, EACabañero, JBJualo	2	5	5	5	5	5	
	* Number of Infrastructure Plans Designed and Executed	DSLTan, EACabañero, JBJualo	3	10	5	5	4	4.67	Coop, Fencing, DLRS, Rooterops, EcoFarmi, Library, Covered Walk, IAO, Main gate, Centennial Proj.
	* Number of Systematic Documentations of Project and Report Progress	DLSTan, JJC Villias, AVCunanan	3	3	5	5	4	4.67	
	PI 4. Percentage of the Land Use Development Plan (LUDIP) completed	DSLTan, TMLDargantes,	100%	20%	5	5	4	4.67	
	PI 3. Performance Management Team (PMT) Secretariat Services								
	* OPCR Evaluation and Monitoring	PRGAS Staff	100%	100%	5	4	4	4.33	
	* Percentage of OPCR's facilitated	PRGAS Staff	100%	100%	5	5	5	5	
	* Efficient dissemination of OPCR Rating Results	VP, PRGAS Staff	100%	100%	4	4	4	4	
	PI 4. Collaborative and regular monitoring of the transparency seal	PRGAS Staff	100%	100%	5	5	5	5	
	P1.5. Promptly provide data needed for VSU budget proposal	VP, PRGAS Staff, Budget	100%	100%	5	5	5	5	
	P1.6. Percentage of unit planning of PAPs based on Work & Financial Plan	Dept. Heads/ Units/Deans/Centers	100%	100%	4	4	4	4	
	P1.7. Number of programs designed to improve performance of graduates in lic. Examination	CCE/URC Director, Unit Heads, Staff	1	200% (2/1)	5	5	5	5	LEPT, FLE
	P1.8. Number of programs developed to enhance faculty and staff capability	CCE/URC Dir., Unit Heads, Staff, LD&HR	1	100% (1/1)	5	5	5	5	3-Year Annual Plan for Prof. Teachers




MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
OVPPRGAS MFO 2. Planning Services and Infrastructure Project Development, Management and Monitoring Services	PI.9. Number of review programs for licensure examination implemented	CCE/URC Director, Unit Heads, Staff	2	--					To be implemented in second half of year (FLE, LEA)
	PI.10. Number of online review programs offered	CCE/URC Director, Unit Heads, Staff	1	--					To be implemented in second half of year (FLE, LEA)
	PI.11. Number of management, monitoring and planning meetings for staff, alumni scholars and campus-based activity	ACRO Head, staff & communicators	18	20	5	5	5	5	
	PI.12. Number of alumni scholars and communicators monitored	ACRO Head, staff & communicators	33	42	5	5	5	5	
	<i>Average Rating</i>							4.78	
OVPPRGAS MFO 3. Resource Generation Management Services	PI 1. Percentage of RF/STF managers complying with requirements and policies set by the Board of Management								
	* Efficient monthly financial reports	VP, IGP Director & PRGAS Staff	100%	75% (200/264)	5	5	4	4.67	
	* Regular Physical evaluation and monitoring of IGP Projects (once every 6 months)	VP, IGP Director	100%	100% (1/1)	5	5	5	5	
	PI 2. Income generated from STF projects in support to instruction, research and extension.	VP, BOM Housing Commission, IGP Director, BOM	1M	1.286M	5	5	5	5	
	PI.3. Income generated from RF projects in support to university projects/ programs	VP, IGP Director/ PRGAS Staff	1M	.641M	4	4	4	4	
	PI.4. Number of periodic fund disbursement for scholars	ACRO Head & Staff	1	1	5	5	5	5	
	<i>Average Rating</i>							4.73	
OVPPRGAS MFO 4. Bids & Awards	PI.1. Responsible for ensuring that the Procuring Entity abides by the standards set forth by the Act and IRR, and prepare a Procurement Monitoring Report (PMR) in the form prescribed by the GPPB.	BAC Chair	100%	100%	5	5	5	5	
	* Provide administrative support to the BAC and the TWG.	BAC Members, Secretariate & TWG	100%	100%	5	5	5	5	
	<i>Average Rating</i>							5.00	



MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
OVPPRGAS MFO 5. Other Functions	P1.1. University Formal Investigation Committee	DF Andres/FIC Members/Legal Off	100%	100%	5	5	5	5	
	P1.2. Number of professional development training/workshop coordinated	CCE/URC Director, Unit Heads, Staff	1	100% (1/1)	5	5	5	5	Capability Enhancement Training - SUC-ACAP, Inc
	P1.3. Number of Campus-based alumni programs and activities	ACRO Head & Staff	1	2	5	5	5	5	
	P1.4. Number of Best practices/innovation implemented	OVPPRGAS VP, Head, Directors & Staff	1	1	5	5	5	5	
	<i>Average Rating</i>							5.00	
<i>Total Over-all Rating</i>									24.29
<i>Average Rating</i>									4.86
<i>Adjectival Rating</i>									Outstanding

Received by:



**DANIEL LESLIE S. TAN**  
Planning Office

JUL 15 2021

Calibrated by:



**REMBERTO A. PATINDOL**  
Chairman, PMT

Recommending Approval:



**DILBERTO O. FERRAREN**  
Vice-Pres. For Planning, Resource  
Generation & Auxiliary Services

Approved by:



**EDGARDO E. TULIN**  
University President