




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 **July-December 2022**.

  
**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 IV	1
Job Order Administrative Staff	Administrative Aide I	5
Job Order Architect	Engineer II	1
Job Order Civil Engineer	Engineer II	2
Job Order Draftsman	Draftsman	1
Job Order Mechanical Engineer	Quantity Surveyor	1
Job Order Civil Engineer	Engineer I	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	5.00	
	PI 2. Effectively acted Administrative/financial documents	PRGAS Staff	550	1783	5	5	5	5.00	
	PI 3. Offices and personnel efficiently supervised and monitored (OAS/IGP, URC/CCE, ACRO & Planning and Infrastructure Services)	VP	2	26	5	4	4	4.33	OVPPRGAS, IGP, ACRO, CCE/URC
	PI 4. Administrative & management meetings effectively chaired	VP, BOM, IGP, PRGAS Staff	2	17	4	4	4	4.00	OVPPRGAS, IGP BOM, Housing
	PI 5. Enhanced direct linkages with external agencies	VP, PRGAS Staff	3	6	5	5	5	5.00	DBM, CHED, NEDA, DPWH, RDC, DENR
	PI 6. ISO aligned documents for at least 1 core process.	VP, PRGAS Staff	1	4	5	5	5	5.00	OTP, OPCR, Risk Guidelines, Institutional Planning
	Average Rating							4.72	
OVPPRGAS MFO 2. Planning 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 2022 (BED)	VP, MT Abrera, TMDargantes, JJC Villias	100%	100%	5	5	5	5.00	
	* Percentage CHED-HEMIS CHECKS data update submitted and accepted	VP/DF Andres	100%	100%	5	5	5	5.00	
	* Percentage VSU Annual Report Created and Submitted	VP, PRGAS Staff	100%	100%	5	5	5	5.00	
	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	5	5	5	5	5.00	
	* Number of Reports from Strategic Plan Monitoring Forms generated/created		1	1	5	5	4	4.67	
	* Number of Institutional Plan documents reviewed		20	20	5	5	5	5.00	
	* Number of Planning Workshops conducted and facilitated		2	5	5	5	4	5.00	COE, OVPSAS, OVPREI, OVPPRGAS, OVPAAs
	* Number of Inventory of Plans of the University	OVPRGAS Staff	3	5	5	5	5	5.00	ISSP, Internationalization, DVM, Lib., Strat Plan
* Number of Policy/Guidelines Created/Formulated/Maintained	VP, PRGAS Staff	1	3	5	5	5	5.00	OTP, Risk, OPCR	


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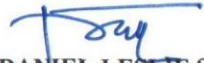
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MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
<b>OVPPRGAS MFO 6.</b> Bids & Awards	<b>P1.1.</b> Responsible for ensuring that the Procuring Entity abides by the standards set 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	5.00	
	* Provide administrative support to the BAC and the TWG.	BAC Members, Secretariate & TWG	100%	100%	5	5	5	5.00	
	<i>Average Rating</i>							<b>5.00</b>	
<b>OVPPRGAS MFO 7.</b> Other Functions	<b>P1.1.</b> University Formal Investigation Committee	DF Andres/FIC Members/Legal Off	100%	100%	5	5	5	5.00	Implemented Feb-April 2022
	<b>P1.2.</b> Collaborative and regular monitoring of the transparency seal	PRGAS Staff	100%	100%	5	5	5	5.00	
	<b>P1.3.</b> Number of Best practices/innovation implemented	VP, Head, Directors & Staff	1	1	5	5	5	5.00	Thorough review of the OPCR process based on the SPMS
	<i>Average Rating</i>							<b>5.00</b>	
<i>Total Over-all Rating</i>									<b>34.23</b>
<i>Average Rating</i>									<b>4.89</b>
<i>Adjectival Rating</i>									<b>Outstanding</b>

Received by:

  
**TONI MARC L. DARGANTES**  
 Planning Officer  
 JAN 06 2023

Calibrated by:

  
**DANIEL LESLIE S. TAN**  
 Chairman, PMT  
 JAN 09 2023

Approved by:

  
**EDGARDO E. TULIN**  
 University President  
 1/10/2023