

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

NO, MESOURCE

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 period **July-December 2022**.

DILBERTO O. FERRAREN
Head of Unit

Date:

Approved:

WEDGARDO 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 Satisfatory
- 2 Fair
- 1 Poor

	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomp- lishment		R	ating		Remarks
MFOs/PAPs					Q	E	T	A	
UNIV MFO1: GE	NERAL ADMINISTRATION & SUPPORT SERVICES								
	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	
OVPPRGAS MFO 1.	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
Administrative and Support Services	P1.4. Administrative & management meetings effectively chaired	VP, BOM, IGP, PRGAS Staff	2	17	4	4	4	4.00	OVPPRGAS, IGP BOM, Housing
Management	P1.5 Enhanced direct linkages with external agencies	VP, PRGAS Staff	3	6	5	5	5	5,00	DBM, CHED, NEDA, DPWH, RDC, DENR
	P1.6 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	
	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, JJCVillas	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								
OVPPRGAS MFO 2.	* Number of Strategic Plan Monitoring Forms assessed, reviewed and consolidated		4	5	5	5	5	5.00	
Planning Services	* Number of Reports from Strategic Plan Monitoring Forms generated/created	VPs, PRGAS staff, Dean, Heads,	1	1	5	5	4	4.67	
	* Number of Institutional Plan documents reviewed	stakeholders, OP,	20	20	5	5	5	5.00	
	* Number of Planning Workshops conducted and facilitated	Budget, OFM	2	5	5	5	4	5.00	COE, OVPSAS, OVPREI, OVPPRGAS, OVPAA
	* Number of Inventory of Plans of the University	OVPRGAS Staff	3	5	5	5	5	5.00	ISSP, Internatio- nalization, 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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	Performance Indicators	Unit/Person Responsible		Actual		R	ating		Remarks
MFOs/PAPs			Targets	Accomp- lishment	Q	E	T	A	
	* Number Risk Identified, assessed, analyzed, and managed	TMDargantes, JJCVillas,EDBalbarino, LAIllustrisimo	10	74	5	5	5	5.00	¥
	* Number of Action Plans Assessed and Monitored for Effectiveness		70	325	5	5	5	5.00	
	PI 3. Nomber of OPCRs facilitated, evaluated and validated	TMDargantes, JJCVillas, DF Andres	50	78	5	5	5	5.00	
	* OPCR Evaluation and Monitoring	PRGAS Staff	100%	100%	5	5	5	5.00	
	* Percentage of OPCRs facilitated	PRGAS Staff	100%	100%	5	5	5	5.00	
	* Efficient disseminaton of OPCR Rating Results	VP, PRGAS Staff	100%	100%	5	5	5	5.00	To be done in January
	* Percentage of Crisis Management Committee plans and activities done	DFAndres	100%	100%	5	5	5	5.00	
	PI 4. Physical Planning Services								
OVPPRGAS MFO 2.	* Number of Project Proposals reviewed, consolidated and submitted to NEDA, RDC, BOR, CHED and DBM	TMDargantes, EGMonte, CILFlores, AVCunanan	30	34	5	5	5	5.00	
Planning Services	* Number of List of Project Proposals Maintained		35	95	5	5	5	5.00	
	* Number of Development Plans Monitored and Evaluated		1	1	5	4	4	4.33	
	* Number of Budget/proposal Calls conducted	DOFerraren, TMDargantes, AVCunanan	1	2	5	5	5	5.00	
	* Number of CARs, OFIs, NCs Addressed	DOFerraren, TMDargantes, JJCVillas, JMDonayre,	5	14	5	5	5	5.00	
	PI 5. Percentage of the Land Use Development Plan (LUDIP) completed	DO Ferraren, TMLDargantes, EACabanero, DF Andres, Technical Experts	100%	30%	4	4	4	4.00	As per evaluated by CHED
	P1.6. Promptly provide data needed for VSU budget proposal	VP, PRGAS Staff	100%	100%	5	5	5	5.00	
	Average Rating							4.91	

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	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomp- lishment		R			
MFOs/PAPs					Q	E	Т	A	Remarks
	PI 1. Infrastructure Monitoring Services								
	* Number of new infrastructure projects monitored and inspected	DO Ferraren, JJCVillas, AVCunanan, EACabañero, JBJualo	2	4	5	5	4	4.67	
	* Number of infrastructure under repair/renovation inspected	DOFerraren, JJCVillas, AVCunanan, EACabañero, JBJualo	2	5	5	5	4	4.67	
OVPPRGAS MFO 3. Infrastructure Project	* Number of Infrastructure Plans Executed	DOFerraren, EACabañero, JBJualo	3	4	4	4	4	4.00	
	* Number of Systematic Documentations of Project and Report Progress	DOFerraren, JJCVillas, AVCunanan	3	3	5	5	4	4.67	
Development,	PI 2. Project Development Services								
Management and Monitoring Services	* Number of Site Development Plans Created	DOFerraren, EACabañero, JBJualo	4	5	4	4	4	4.00	
Services	* Number of Detailed Engineering Design Created	DOFerraren, EACabañero, JBJualo	4	5	5	5	5	5.00	
	* Number of Project Cost Estimate Created	DOFerraren, EACabañero, JBJualo	4	5	5	5	5	5.00	
	* Number of project proposal DPWH concurence facilitated	DOFerraren, AVCunanan	4	5	5	5	5	5.00	
	* Number of project proposal Geo-Hazard Certificate facilitated	DOFerraren, AVCunanan	4	5	5	5	5	5.00	
	* Number of project re-design addressed	DOFerraren, EACabañero, JBJualo	2	2	5	5	5	5.00	
	* Number of Project development consultations with end-users facilitated	DOFerraren, AVCunanan	4	5	5	5	5	5.00	
	Average Rating							4.73	

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	Performance Indicators	Unit/Person Responsible		Actual		R			
MFOs/PAPs			Targets	Accomp- lishment	Q	E	T	A	Remarks
	<u>PI.1.</u> Number of programs designed to improve performance of graduates in lic. Examination	CCE/URC Director/Unit Heads/ Staff	2	3	5	5	5	5.00	
	P1.2. Number of programs developed to enhance faculty and staff capability	CCE/URC Dir./Unit Heads, Staff, LD&HR	2	2	5	5	5	5.00	
OVPPRGAS	PI. 3. Number of review programs for licensure examination implemented	CCE/URC Director, Unit Heads, Staff	2	3	5	5	5	5.00	
MFO 4. Continuing	PI.4. Number of online review programs offered	CCE/URC Director, Unit Heads, Staff	2	2	5	5	5	5.00	
Education Services	P1.5. Number of professional development training/workshop coordinated	CCE/URC Director, Unit Heads, Staff	2	2	5	5	5	5.00	
	PI.6. Number of management, monitoring and planning meetings for staff, alumni scholars and campus-based activity	ACRO Head, staff & communicators	18	19	5	5	5	5.00	
	PI.7. Number of alumni scholars and communicators monitored	ACRO Head, staff & communicators	33	42	5	5	5	5.00	
	P1.8. Number of Campus-based alumni programs and activities	ACRO Head & Staff	1	4	5	5	5	5.00	
	Average Rating							5.00	
	PI 1. Percentage of RF/STF managers complying with requirements and polici	es set by the Board of Ma	anagement						
	* Efficient monthly financial reports	VP, IGP Director & Staff	100%	100%	5	5	5	5.00	
OVPPRGAS	* Scheduled regular inventory and review of IGP Projects	VP, IGP Director & Staff	100%	100%	5	5	5	5.00	
MFO 5. Resource Generation Management Services	PI 2. Income generated from STF projects in support to instruction, research and extension.	VP, BOM Housing Commission, IGP Dir., BOM & Staff	1M	4.67M	5	5	5	5.00	
	<u>PI.3</u> . Income generated from RF projects in support to university projects/programs	VP, IGP Director/ PRGAS Staff	1M	623,547.50	5	4	4	4.33	
	P1.4. Number of periodic fund-raising activity disbursement for scholars	ACRO Head & Staff	1	4	5	5	5	5.00	Art Exhibit, 2 Run for a Cause, Alumn Homecoming
	Average Rating							4.87	

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MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomp- lishment		Rating			
					Q	E	T	A	Remarks
OVPPRGAS MFO 6.	P1.1. 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	5.00	
Bids & Awards	* Provide administrative support to the BAC and the TWG.	BAC Members, Secretariate & TWG	100%	100%	5	5	5	5.00	
	Average Rating							5.00	
OVPPRGAS MFO 7. Other Functions	P1.1. University Formal Investigation Committee	DF Andres/FIC Members/Legal Off	100%	100%	5	5	5	5,00	Implemented Feb- April 2022
	PI 2. Collaborative and regular monitoring of the transparency seal	PRGAS Staff	100%	100%	5	5	5	5.00	
	P1.3. Number of Best practices/innovation implemmented	VP, Head, Directors & Staff	1	1	5	5	5	5.00	Thorough review of the OPCR process based on the SPMS
	Average Rating							5.00	
Total Over-all Rating								34.23	
Average Rating								4.89	
Adjectival Rating			Outs	standing					

Received by:

TONI MARC L. DARGANTES

Planning Officer
JAN 0 6 2023

Calibarated by:

DANIEL LESUTE S. TAN Chairman, PMT

JAN 0 9 2023

Approved by:

University President