

Office of the Head of the University Review Services

CENTER FOR CONTINUING EDUCATION, RESOU

VISAYAS STATE UNIVERSITY

RECEIVED

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, CHRISTY M. DESADES, Head of the Office of the Head of the University Review 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 2022.

CAUSAGLES CHRISTY M. DESADES

Head

Date:

July 6, 2022

ANGELICA P. BALDOS

Director, Center for Continuing Education

ate: July 7, 2022

INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE):

Total FTE (1x2)

RDE Commitments***

Min. FTE Publication Research Extension Number (1) Personnel (2) 1.00 0.00 0.00 Head (URS) 18.00 18.00 NA NA NA NA NA Admin Staff Members, URS 1.00 0.00 TOTAL: 18.00 18.00 0.00

Rating Equivalents:

5 - Outstanding

4 - Very Satisfactory

3 - Satisfactory

Note:

^{***} Professors and Associate Professors are required to commit RDE outputs (Please Performance Indicators under Research (UMFO 3) and extension (UMFO 4)

MFOs/PAPs	Performance Indicator (PI)	Units/Perso ns Responsibl e	Consolidated Targets of all departments*	Actual		Rating				
				% Accom-	Accom-	Quality	Efficiency	Timeliness	Average	Remark (Details of the targetted output indicators with **)
UNIV MF01: GENERAL	ADMINISTRATION & SUPPORT SERVICES									
OVPPRGEA MFO 1. Administrative and Support Services Management	PI 1. Efficient & customer-friendly frontline service									
	PI 1.1 Percentage of complaints from clients served	Director, Unit Heads, Staff	100%	-	zero-percent complaint	5	5	5	5.0	
	Percentage of reviewees assisted in PRC - related applications	Director,	100%	NA		NA	NA	NA		Agricultural and Biosystems Engineers Intensive Review Class
	PI 2. Effectively acted Administrative/financial documents									

^{*} On vacation-sick-leave status. Ratio of Instruction and RDE commitments should determined based on FTE of 18 units

^{**} On Teacher's Leave status. Minimum FTE required is 18 units

PI 2.1 Number of official documents timely and Communications/requests, effectively acted upon planning Documents (SWOT, ROAM, OTP, WFP, PPMP, OPCR, IPCR, other documents Director. like manuals), applications, 122% 50 5 5 Unit Heads, personnel documents (DTR, (61/50)Staff renewal contracts, etc), all documents related to function of and acted upon by units Pl 2.2 Number of quality procedure prepared/revised Preparation of Quality Procedure Director. Manual for Conduct of Review Unit Heads, Actual output 50% 5 5 4.7 Classes , Quality Procedure Manual on Offering of CPD Staff Trainings PI 2.3 Number of administrative & Director, Meetings with staff, with other 100% management meetings 5.0 5.0 5.0 5.0 12 Unit Heads. units who have business with CCE (12/12)conducted Staff **Average Rating OVPPRGEA MFO 2.** Planning, PI 2. Efficient Planning and Monitoring Services Management, and PI 2.1 Number of programs/activities/projects (PAPs) Director. **Monitoring Services** planned Unit Heads. Staff Number of programs designed to improve Review Class for Professional performance of graduates in licensure Director. 150% Teachers, Review Class for 5.0 5 5 examination Unit Heads, 2 (3/2)Foresters, Review Class for Staff Agrculturists Director, Pl 2. 2 Number of programs/activities/projects (PAPs) Unit Heads. implemented Number of review programs implemented 5.0 Review Class for Professional 5 5 Teachers, Review Class for 150% Foresters, Review Class for Agrculturists, Review Class for (3/2)Agricultural and Biosystems Engineers

	Number of online review programs offered		2	100% (2/2)	NA	NA	NA	NA	Review Class for Foresters, Review Class for Agrculturists
	PI 3. Number of programs/ <u>activities</u> /projects (PAPs) monitored	Director, Unit Heads, Staff							
	Database on performance of VSU graduates in various licensure examinations		2	600% (12/2)	5	5	5	5.0	All degree programs of VSU with licensure examinations
	Database of experts as lecturers and coaches		2	50% (1/2)	5	5	4		Review Class for Professional Teachers, Review Class for Foresters, Review Class for Agriculturists, Review Class for Agricultural and Biosystems Engineers
	Average Rating								
Total Over-all Rating						39	.340		
Average Rating				0.005		4.920			
Adjectival Rating						Outstanding			

Received by:

TONI MARC L. DARGANTES

Planning Office
Date: 7/7/www

Calibrated by:

DANIEL LESLIE S. TAN

Approved:

EDGARDO E. TULIN

010 President

The College target should be equal to the consolidated target of the departments under the College.

To indicate in the remarks column the details of the targetted outputs for easy review and calibration.

*** No percentage weight for ranking purposes since the Office of the Dean is automatically attached to the highest ranking department under him.