


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)



I, **JEFFREY LLOYD L. CAGANDE**, Head of the Alumni and Community Relations Office, 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 to June 2024.


JEFFREY LLOYD L. CAGANDE
 Head, ACRO
 Date: July 8, 2024


 9/10/24

Approved:


MOISES NEIL V. SERINO
 Vice President, PRGAS
 7/9/24

MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 1. Frontline Services	Efficient and friendly frontline services								
	PI 1. No complaint from clients served	ACRO staff	100%	100%	5	5	5	5	
	Effectively acted Administrative /Financial Documents								
	PI 2. Number of official documents timely and effectively acted upon	ACRO Head/ ACRO dDRC	100 %	100 %	5	5	5	5	

	Certification clearance for graduating students as requested								
	Vouchers and payrolls	ACRO Head/ ACRO dDRC	20	12*	5	5	5	5	*The rest of the targets will be accomplished on July-Dec. 2024
	PRs and PPMPs	ACRO Head/ ACRO dDRC	2	3	5	5	5	5	
MFO 2. Planning Management and Monitoring Services									
	PI 1. Programs, activities and Projects (PAPs) planned								
	a. Number of management meetings with ACRO Staff and Alumni Communicators	ACRO Head	10	8*	5	5	5	5	*The rest of the targets will be accomplished on July-

									Dec. 2024
	b. Number of planning meetings for Campus-based Alumni Activity in order to increase engagement among campus-based alumni	ACRO Head, Alumni Communicators, and VSUAAI BOT	2	1*	5	5	5	5	*The rest of the targets will be accomplished on July-Dec. 2024
	c. Number of planning meetings with 2023 alumni homecoming host batch members together with VSUAAI BOD	ACRO Head/ Alumni Communicators/ Host Batch Members and VSUAAI BOD	2	5	5	5	5	5	
	d. Number of meetings for VSU Alumni Awards Committee	VSUAAI Awards committee chair and members (ACRO Head as one of the members)	1	6	5	5	5	5	
	PI. 2. Programs/activities /projects for 2024 implementation								

	a. High School Centennial Alumni homecoming April 12-13, 2024	ACRO Head/Alumni Communicators/ VHSA	1	1	5	5	5	5	
	b. Centennial Alumni Homecoming April 25-26, 2024	ACRO Head and Staff/ Host Batch members/ VSUAAI BOD	1	1	5	5	5	5	
	c. Fund-raising activity for alumni scholarship	ACRO Head/Alumni Communicators/VS UAAI BOT	1	3	5	5	5	5	
	d. Campus-based Alumni Activity	ACRO Head/Alumni Communicators/VS UAAI BOT and campus-based alumni	1	1	5	5	5	5	
	d. Alumni Scholar slot to be opened once the fund is available	VSUAAI Scholarship Committee chaired by ACRO Head	1	2	5	5	5	5	
	e. Number of alumni surveys via google docs	ACRO Head and Media Production Assistant	1	2	5	5	5	5	
	PI 3. PAPs monitored								

	a. Number of alumni scholars monitored	ACRO Head	1	1	5	5	5	5	
	b. Number of Alumni Monitored through google doc response	ACRO Head/Communication and Media Production Assistant	100	1000	5	5	5	5	
MFO 3. Alumni Services									
	PI 1. Percent Alumni ID printed and released as requested	ID printing in charge	100% Zero complaint	100%	5	5	5	5	
	PI. 2.Percent Alumni clearance issuance for graduates of 2024 as requested	ACRO dDRC	100% Zero Complaint	100%	5	5	5	5	
	PI 3. Percent receipt for Alumni Membership and ID payment recorded as received along with membership form	ACRO dDRC	100%	100%	5	5	5	5	
	PI 5. Percent alumni tracer forms encoded in the data base as submitted	Data base encoder	100 %	70%	5	5	4	4.67	*Encoding of 2024 tracer forms is

									still ongoing.
	PI 6. Percent Alumni inquiries responded to via social media	ACRO Head	80% Zero complaint	100%	5	5	5	5	
MFO 4. Strong Alumni Engagement									
	PI.1. Number of posts to update alumni at VSU Alumni FB page	ACRO Head	15	40	5	5	5	5	
	PI.2. Writing of articles and updates for Alumni Homepage at the VSU Website	Media Production Assistant	3	5	5	5	5	5	
	P. I. 3 Number of social gatherings conducted for campus-based alumni	ACRO Head, Alumni Communicators, VSUAAI BOD, and campus-based alumni	1	2	5	5	5	5	
	P.I. 4 Number of campus-based alumni joining the activity	ACRO and Alumni Communicators/VS UAAI BOD and campus-based alumni	40	100	5	5	5	5	

	P.1 5 Create additional Social Media Account (Instagram) for VSU Alumni to increase engagement	ACRO Head/ Communication and Media Production Asst.	1	1	5	5	5	5	
Total Over-all Rating					129.67				
Average Rating					4.99				
Adjectival Rating					Outstanding				

Received by:



TONI MARC L. DARGANTES
Planning Office

Date: JUL 11 2024

Calibrated by:



FELWIN JAY V. YU *ose-VP 7/12/24*
Chairman, PMT

Date: _____

Approved by:



PROSE IVY G. YEPES
President

Date: 9/6/24

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