



VISAYAS
STATE UNIVERSITY

OFFICE OF THE BOARD SECRETARY

2/F Administration Building
Visca, Baybay City, Leyte, 6521-A PHILIPPINES
Phone: +63 53 565-0600 Local 1001
Email: secretary@vsu.edu.ph
Website: www.vsu.edu.ph

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **GUIRALDO C. FERNANDEZ, JR.**, Head of the **OFFICE OF THE BOARD SECRETARY** 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 2022**.

Approved:

EDGARDO E. TULINO
President

GUIRALDO C. FERNANDEZ, JR.
Head of Unit

Appointment	Appoitment/ Status	No.
Head	Board Secretary	1
Admin./Regular	Admin. Officer III	1
Admin/Casual	Admin. Aide III	1
Total		3

Rating Equivalents:
5-Outstanding
4-Very Satisfactory
3-Satisfactory
2-Fair
1-Poor

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS - MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS	PI1 Number of BOR Meetings facilitated	GC Fernandez, Jr. VV Balbarino, AD Israel	5 meetings	7 meetings	5	5	5	5.00	
	PI2 Number of Pages of Completed BOR Minutes of Meetings	GC Fernandez, Jr.	40 pages	53 pages	5	5	5	5.00	
	PI3 Number of BOR Full Blown Resolutions Prepared	GC Fernandez, Jr.	25 BOR Resolutions	26 BOR Resolutions	5	5	5	5.00	
	PI4 Number of BOR Matrix of Actions Prepared	GC Fernandez, Jr. VV Balbarino	2 Matrix of Actions	2 Matrix of Actions	5	5	5	5.00	
	PI5 Number of Excerpts of BOR Minutes of Meetings Prepared	VV Balbarino	25 Excerpts	32 Excerpts	5	5	5	5.00	

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
	PI6 Number of pages/documents scanned & converted into a PDF File for BOR Deliberations (Teleconference)	AD Israel	50 pages	85 pages	5	5	5	5.00	
	PI7 Number of BOR Proceedings Transcribed	VV Balbarino	2 Proceedings	6 Proceedings	5	5	5	5.00	
	PI8 Number of Letter Requests Prepared and Approved by BOR Chair to Route BOR Referendum	GC Fernandez, Jr.	5 Requests	6 Requests	5	5	5	5.00	
	PI14 Number of Meetings Organized for the Search Committee for Private Sector Representatives (SC-PSR)	GC Fernandez, Jr.	1 SC-PSR Meeting	2 SC-PSR Meeting	5	5	5	5.00	
	PI15 Number of pages of Completed SC-PSR Reports	GC Fernandez, Jr.	3 Pages	4 Pages	5	5	5	5.00	
	PI16 Number of Agenda Folders Prepared for SC-PSR Meetings	GC Fernandez, Jr.	2 Agenda Folders	2 Agenda Folders	5	5	5	5.00	
OUS - MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY	PI1 Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	GC Fernandez, Jr. VV Balbarino AD Israel	3 Meetings	11 Meetings	5	5	5	5.00	
	PI2 Number of pages of Completed UADCO & UAC Minutes of Meetings	GC Fernandez, Jr.	40 pages	50 pages	5	5	5	5.00	
	PI3 Number of UADCO/UAC Proceedings Transcribed	VV Balbarino	3 proceedings	11 proceedings	5	5	5	5.00	
	PI4 Number of pages/documents scanned & converted into a PDF File for UADCO & UAC Discussions (Teleconference)	VV Balbarino AD Israel	5 documents	25 documents	5	5	5	5.00	
	PI5 Number of Referendum Materials prepared for University Academic Council Action	VV Balbarino	15 Materials	15 Materials	5	5	5	5.00	
	PI6 Number of special /ADHOC Committee Meetings attended	GC Fernandez, Jr.	3 meetings	3 meetings	5	5	5	5.00	

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS - MFO 3. ADMIN. GENERAL SUPPORT SERVICES	PI1 Number of Requests Received	AD Israel	5 documents	26 documents	5	5	5	5.00	
	Number of Requested Documents Released	AD Israel	5 documents	26 documents	5	5	5	5.00	
	PI2 Number of Documents Received for UADCO/UAC/BOR Meetings	AD Israel	25 Documents	60 Documents	5	5	5	5.00	
	PI3 Number of Vouchers for BOR PER DIEMs Prepared	VV Balbarino	2 Vouchers	8 Vouchers	5	5	5	5.00	
	PI4 Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted	GC Fernandez, Jr. VV Balbarino AD Israel	100% Submitted	100% Submitted	5	5	5	5.00	
	PI5 Number of ISO related documents prepared/complied	GC Fernandez, Jr. VV Balbarino AD Israel	3 documents	4 documents	5	5	5	5.00	
Total Over-all Rating					115	115	115	115.00	
Average Rating					5	5	5	5.00	
Adjectival Rating					Outstanding				

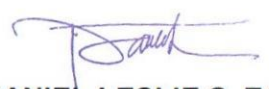
Received by:

Calibrated by:

Approved by:


TONI MARC L. DARGANTES

Planning Office


DANIEL LESLIE S. TAN

Chairman, PMT


EDGARDO E. TULIN

University President

Date: 7/14/2022

Date: JUL 22 2022

Date: JUL 23 2022

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