

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **ELSIE E. SALAMAT**, Head of the Alumni and Community Relations Office commits to deliver and agree to be rated on attainment of the following targets in accordance with the indicated measures for the period January to June, 2021.

*Elsie Salamat*  
**ELSIE E. SALAMAT**  
 Assoc. Prof. II and ACRO Head

Approved:  
*Dilberto O. Ferraren*  
**DILBERTO O. FERRAREN**  
 Vice President-PRGAS



MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q 1	E 2	T 3	A <sup>4</sup>	
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							
	Vouchers, payrolls PRs and PPMPs		100	102	5	4	5	4.67	
	Certification clearance graduating students		400	338	4	5	5	4.67	

	PI 3. Number of quality procedure prepared/revised	ACRO Head and Admin Asst.	1	1	5	4	5	4.67	
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	12	22	5	5	5	5	
	b. Number of monitoring meetings with Alumni Scholars	ACRO Head	2	3	5	5	5	5	
	c. Number of planning meetings for Campus-based Alumni Activity	ACRO Head and Alumni Communicators/V SU Web Team	2	5	5	5	5	5	

	d. Number of planning meetings with 2021 homecoming hosts	ACRO Head/Alumni Communicators/ VSU Web team/Campus-based Host Batch Members	2	5	5	5	5	
	PI. 2. Programs/activities /projects implemented							
	a. Virtual alumni reunion (all over the world)	ACRO/Alumni Communicators/ Host Batch Members / VSU Web Team/VSUAAI BOD	1	1	5	4	5	4.7
	b. Fund-raising activity for alumni scholarship	ACRO Head/Alumni Communicators/V SUAAI BOD	1	2	5	5	5	5
	c. Campus-based Alumni Activity	ACRO/Alumni Communicators/V SUAAI BOD/VSU Web Team	1	2	5	5	5	5
	d. Campus-based Alumni Census: Number of	ACRO/ Alumni Communicators	30	35	5	5	5	5

	census forms retrieved								
	e. Alumni Survey via google docs  Number of survey docs prepared	ACRO Head/Communica tion and Media Production Specialist	3	3	5	4	5	4.7	
	PI 3. PAPs monitored								
	a. Number of alumni scholars monitored	ACRO Head	3	3	5	5	5	5	
	b. Number of alumni communicato rs monitored on their expected output	ACRO Head	30	39	5	5	5	5	
	c. Number of Alumni Monitored through google survey docs	ACRO Head/Communica tion and Media Production Specialist	350	150	4	5	5	4.7	
MFO 3. Alumni Services									

	PI 1. Percent Alumni ID printed and released as requested	ID printing in charge	80% Zero complaint	100%	5	5	5	5	
	PI. 2.Percent Alumni clearance issuance for graduates of 2020 as requested	Admin. Asst.	80% Zero Complaint	100%	5	5	5	5	
	PI 3. Percent bank deposit slips for Alumni Membership and ID payment recorded as received	Admin. Asst.	100%	100%	5	5	5	5	
	PI 5. Number of alumni tracer forms encoded in the data base	Data base encoding in charge	700	1,300	5	5	5	5	
	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. Social Media platform created (FB page) or VSU Website to engage alumni	ACRO Head / Communication and Media Production Specialist in collaboration with VSU Web Team	1	1	5	4	5	4.7	

	PI.2. Writing of articles and updates for Alumni Homepage at the VSU Website	Communication and Media Specialist (request for personnel already approved by the Pres. Waiting for Approval by Budget Office) in collaboration with VSU Web Team	1	-	-	-	-	No hired personnel
	P. I. 3 Number of social gathering conducted for campus-based alumni	ACRO and Alumni Communicators	1	1	5	4	5	4.7
	P.I. 4 Percentage of campus-based alumni joining the activity	ACRO and Alumni Communicators/V SAAI BOD in collaboration with VSU Web Team	20%	19.1%	5	4	5	4.7
	P.I. Number of local chapters facilitated for creation	ACRO/ VSUAAI BOD	1	1	5	4	5	4.7
	P. I. 6 Number of Alumni Chapters submitting Report to ACRO/VSUAAI	ACRO/VSUAAI BOD	1	1	5	4	5	4.7
<b>Total Overall Rating</b>								<b>126.37</b>
<b>Average Rating</b>								<b>4.86</b>
<b>Adjective Rating</b>					<b>Outstanding</b>			

Received by:



**DANIEL LESLIE S. TAN**  
Planning Office

Date: AUG 06 2021

Calibrated by:



**REMBERTO A. PATINDOL**  
PMT Chair

Date: \_\_\_\_\_

Recommending Approval:



**DILBERTO O. FERRAREN**  
Vice President-PRGAS

Date: \_\_\_\_\_

Approved by:



**EDGARDO E. TULIN**  
President

Date: \_\_\_\_\_

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