

OFFICE OF THE HEAD OF INSTRUCTIONAL

MATERIALS DEVELOPMENT

3rd Floor, Adminsitration Building Visayas State University, Visca, Baybay City Leyte Email: oimd@vsu.edu.ph

Website: www.vsu.edu.ph

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **Dr. NANCY D. ABUNDA**, Head of Instructional Materials Development, commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures: the period <u>July · December</u>, <u>2021</u>.

Rating Equivalents: for the period July - December, 2021.

NANCY D. ABUNDA

Head, OIMD

126/2021

Director, ODIE

Date: 12-06-202

Rating Equivalents:

Satisfactory

3 - Satisfactory

2 - Fair

1 - Poor

				Actual Accon	nplishments			Ratin	a		
MFO No.	Success/Performance Indicator (PI)	Units/Perso Responsib	Andrew Company	0/ 8	Details of Accom- plishments	Quality	Efficiency	Timeliness	Average	Remark (Details of the targette output indicators with **)	% weight
MFO 12	Instructional Materials Development Services										
	PI 1. Percentage in spearheading in the planning of instructional material development and coordination the publication of the same.	Dept. Head-Ol VSUEE Techn Support		200%	100%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges	
	<u>PI 2</u> . Percentage of syllabi, evaluation sylllabus, TOS, instructional materials and VSUEE monitored.	Dept. Head-Ol VSUEE Techn Support	The state of the s	200%	100%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges	

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PI 4:Number of seminars/trainings/workshops coordinated for entire university		Dept. Head-OIMD VSUEE Technical Support	8	225%	18	5	5	4	4.67	1. VSUEE Series Training - Workshop (January 11-14, 2021) 2. OVPAA REVIEW WORKSHOP ON FLEXIBLE LEARNING MODALITIES (February 02, 2021) 3.
										Echo-Webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference (March 15-16 2021) 4. Webinar on Navigating the Digital
										Shift (March 17 - 18, 2021) 5. Webinar on VSU E-learning Environment for Newly-Hired (March 29 - 31, 2021) 6. VSU E-LEARNING ENVIRONMENT
										Virtual Classroom Management (April 06, 2021) . Update and Assessment of Enrolment and Class Scheduling (May 21, 2021) 8.TFS Instructors' Workflow Training –
										- Visayas State University (May 31, 2021) 9. Turnitin Instructor's Workflow Training for Component Colleges (June 17, 2021) 10. VSUEE Focal Persons Meeting (July)
										27, 2021) Mandatory Orientation and Re- Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents (July 29-30, 2021)
										12. Mandatory Orientation and Orientation of Academic Advisers,
										Department Enrolment Focal Persons, and College Hotline Agents for Component Campuses (August 2, 2021) 13. VSU Faculty Onboarding 2021 (August 16-18, 2021) 14. VSU Newly-Hired Faculty
										Onboarding on Flexible Learning Modality (August 19-20,23, 2021) 15. VSU OGS Onboarding 2021 (August 24, 2021) 16. VSUEE Training/Workshop for DevCom (October 7-8, 2021)

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5,										Materials Development and Production for Flexible Learning - NWSSU - San Jorge Campus (November 25-27, 2021) 18. WIRIS Plugins Orientation (Dec 9, 2021)	
	<u>PI 5</u> . Number of course syllabi and instructional materials reviewed and appproved.	Dept. Head-OIMD VSUEE Technical Support	200	553%	1,105	5	5	5		All VSU undergraduate and graduate programs of main campus and component colleges	
	<u>PI 6:</u> Number of syllabi, evaluation sylllabus, TOS and VSUEE monitored.	Dept. Head-OIMD VSUEE Technical Support	200	477%	954	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges	
	PI 7: Number of Virtual Classroom Evaluation reviewed and approved	Dept. Head-OIMD VSUEE Technical Support	200	208%	416	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges	
	PI 8: Number of Virtual Classroom Monitoring reviewed and approved	Dept. Head-OIMD VSUEE Technical Support	200	1149%	2,298	5	5	4		All VSU undergraduate and graduate programs of main campus and component colleges	

	PI 9: Number of Virtual Classroom created	Dept. Head-OIMD VSUEE Technical Support	600	225%	1,347	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
	PI 9: Number of coordinating the VSU faculty and students VSUEE account	Dept. Head-OIMD VSUEE Technical Support	10,000	187%	18,656	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
						Total Rating:			43.67	
								Mean	4.85	
IFO 6	General Admin. & Support Services (GASS)									
	PI 1: Submission of Office PPMP for the following year within deadline as prescribed by BAC*	Dept. Head (OIMD)	1	100%	1	5	5	4	4.67	
	PI 2: Zero percent complaint from clients served	Dept. Head (OIMD)	0%	100%	0%	5	5	5	5.0	
	PI 3:. Number of planning sessions, tracking and monitoring of targets, meetings, etc. conducted to ensure attainment of department targets**	Dept. Head (OIMD)	4	150%	6	5	5	4	4.67	
	PI4: Number of offices manage and supervised by the Head of the Instructional Materials Development.	Dept. Head (OIMD)	1	100%	1	5	5	5	5.0	Office of the Head of Instructional Materials Development
	PI 5: Number of monthly/special staff meetings conducted**	Dept. Head (OIMD)	4	150%	6	5	5	4	4.7	
	PI 6:: Additional Outputs	Dept. Head (OIMD)								
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other	Dept. Head (OIMD)								
	a. Collaboration with the VSU Component College	Dept. Head (OIMD)				5	-5	-5	5.0	
	b. Consolidation of guidelines and policies with the Academic Units/ department.	Dept. Head (OIMD)				5 5 5 5.0			5.0	It was done during the VSU Strategic Plan.
					Total Rating: 34.00					
				Mean 4.80						
	all Rating		77.67							
rerage Rating							4.83			

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Received by:

DILBERTO O. FERRAREN

Planning Office

Date: JAN 1 8 2022

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT Date: 1,0122 Recommending Approval:

BEATRIZ S. BELONIAS

Vice Pres. for Academic Affairs

Date: 1/6/2022

Approved:

EDGARDO E. TULIN

President

Date: (17/22

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

^{**} No percentage weight for ranking purposes since these are activities only expected to be performed at the department level