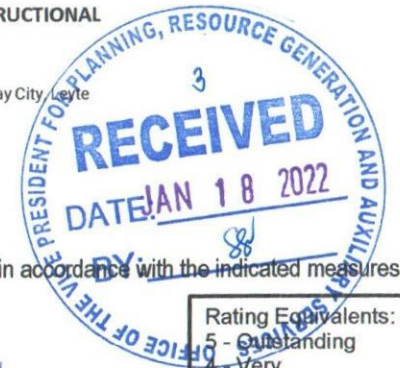




VISAYAS
STATE UNIVERSITY

OFFICE OF THE HEAD OF INSTRUCTIONAL
MATERIALS DEVELOPMENT
3rd Floor, Administration 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 for the period **July - December, 2021**.

NANCY D. ABUNDA

Head, OIMD

Date: 12/6/2021

MA. RACHEL KIM L. AURE

Director, ODIE

Date: 12-06-2022

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

| MFO No. | Success/Performance Indicator (PI) | | Units/Persons Responsible | Department Target | Actual Accomplishments | | Rating | | | | Remark (Details of the targetted output indicators with **) | % weight |
|---------|---|--|--|-------------------|--|----------------------------|---------|------------|------------|---------|---|----------|
| | | | | | % Accomplishment (January- December 2021) | Details of Accomplishments | Quality | Efficiency | Timeliness | Average | | |
| 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-OIMD VSUEE Technical Support | 50% | 200% | 100% | 5 | 5 | 4 | 4.67 | All VSU undergraduate and graduate programs of main campus and component colleges | |
| | PI 2. Percentage of syllabi, evaluation syllabus, TOS, instructional materials and VSUEE monitored. | | Dept. Head-OIMD VSUEE Technical Support | 50% | 200% | 100% | 5 | 5 | 4 | 4.67 | All VSU undergraduate and graduate programs of main campus and component colleges | |

[illegible]

| | | | | | | | | | | | | |
|--|--|--|--|-----|-------|-------|---|---|---|--|---|--|
| | | | | | | | | | | 17. Training/workshop on Instructional 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 approved. | | Dept. Head-OIMD VSUEE Technical Support | 200 | 553% | 1,105 | 5 | 5 | 5 | 5.00 | All VSU undergraduate and graduate programs of main campus and component colleges | |
| | <u>PI 6:</u> Number of syllabi, evaluation syllabus, 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 | |
| | <u>PI 7:</u> 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 | |
| | <u>PI 8:</u> Number of Virtual Classroom Monitoring reviewed and approved | | Dept. Head-OIMD VSUEE Technical Support | 200 | 1149% | 2,298 | 5 | 5 | 4 | 4.67 | 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 | | |
| MFO 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 | It was done during the VSU Strategic Plan. | |
| | | | | | | Total Rating: | | | 34.00 | | |
| | | | | | | Mean | | | 4.80 | | |
| Total Over-all Rating | | | | | | 77.67 | | | | | |
| Average Rating | | | | | | 4.83 | | | | | |
| Adjectival Rating | | | | | | Outstanding | | | | | |

Received by:

DILBERTO O. FERRAREN

Planning Office

Date: JAN 18 2022

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Date: 1/10/22

Recommending Approval:

BEATRIZ S. BELONIAS

Vice Pres. for Academic Affairs

Date: 1/6/2022

Approved:

EDGARDO E. TULIN

President

Date: 1/17/22

- * 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