

Handwritten notes: *Handwritten signature/initials*

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **JUNITO A. PANONCE**, Head, Institutional Student Programs and Services commits to deliver and agree to be rated on the attainment of the following targets in

Approved:

**JUNITO A. PANONCE**





09 JUL 2024  
Date

**CHRISTINA A. GABRILLO**  
Dean of Students

11 JUL 2024 15 JUL 2024  
Date

Head, Institutional Student Programs and Services

Appointment/Status	Position Title	Number	Rating Equivalents: 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Fair 1 - Poor						
Designated	Head, Institutional Programs and Services Office	1							
Job Order	Carpenters and clerk	6							
	TOTAL	7							
MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2024)	Actual Accomplishments	Rating				Remarks
<b>UMFO 1. WORLD CLASS EDUCATION</b>					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Quality Assurance	PI 1. Efficient and effective delivery of quality procedure	Institutional Student Programs and Services	100%	98%					
	PI 2. Percentage of NCs received and acted	Institutional Student Programs and Services	100%	100%					
	PI 3. Percentage of CARs received and acted	Institutional Student Programs and Services	100%	100%					
	PI 4. Response to OFIs of 5th IQA and SSA	Institutional Student Programs and Services	100%	100%					
Support to Students	PI 1. Efficient and effective facilitating of Institutional Student Programs and Services	Dormitory Occupancy and Dormitory request for repairs acted, Student Assistant Applications and payroll	95%	98%					
<b>UMFO 2. General Administration and Support Services</b>									
OVPSAS STO 2. GASS	PI 1. Percentage of Reports submitted on time to partner agencies and other regulatory bodies	Institutional Student Programs and Services	100 % reports submitted on time	100%					
	PI 2. Percentage of clients served that rated the services rendered at least very satisfactory or higher	Institutional Student Programs and Services	95% of clients rated services as very satisfactory or higher	98%					
	PI 3. Percentage of administrative services and financial/ administrative documents acted within time frame	Institutional Student Programs and Services	100% documents acted (with absolute figures)	98%					

	PI 4. No. of council/board/committee assignments served/functions performed	Institutional Student Programs and Services	2 committees	3 committees						
	PI 5. No. of unit heads/staff meetings presided	Institutional Student Programs and Services	1 meeting per month	1 meeting						
	PI 6. Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit	Institutional Student Programs and Services	100% ISO compliant evidences readily available	100%						
<b>UMFO 3 INNOVATIONS &amp; BEST PRACTICES</b>										
<b><u>OVPSAS STO 3: Innovations &amp; new Best Practices Development Services</u></b>	PI 1. Number of new systems/innovations/proposals introduced and implemented	Institutional Student Programs and Services	1	1						
	PI 2. Number of best/good practices shared to other agencies and/or entries submitted to any search for best practices	Institutional Student Programs and Services	1	1						
		Total Over-all Rating								
		Average Rating								
		Adjectival Rating								
Received by: 		Calibrated by: 		Recommending approval: 		Approved by: 				
TONI MARC L. DARGANTES Planning Office Date: JUL 15 2024		ELWIN JAY A. YU Chairman, PMT Date: 7-26-24		ALELI A. VILLOCINO Vice President Date: 17 JUL 2024		PROSE IVY G. YEPES Officer-In-Charge/President Date: 09/06/24				