



VISAYAS
STATE UNIVERSITY

**OFFICE 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 targets in accordance with the indicated measures for the period July - December, 2022.

NANCY D. ABUNDA

Head, OIMD

Date: December 23, 2022

MA. RACHEL KIM L. AURE

Director, ODIE

Date: January 4, 2023

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, 2022))	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
MFO 12	Instructional Materials Development Services											
	<u>PI 1.</u> Percentage in spearheading in the planning of instructional material development and coordination the publication of the same.		Head-IMD VSUEE Technical Support	50%	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 syllabus, TOS, instructional materials and VSUEE monitored.		Head-IMD VSUEE Technical Support	50%	436%	218%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges	

	PI 4: Number of seminars/trainings/workshops coordinated for entire university		Head-IMD VSUEE Technical Support	2	900%	18	5	5	5	5.00	<ol style="list-style-type: none"> 1. Workshop on Fabrication of Foot Mechanical Alcohol Dispenser – January 20, 2022 2. Orientation Writeshop on Outcome-Based Syllabus for Physics Instructors – January 21, 2022 3. Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents (Main)- February 3, 2022 4. Mandatory Orientation and Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents for Component Campuses - February 3, 2022 5. VSU Faculty Onboarding 2022 – February 7-8, 2022 6. VSU Newly-Hired Faculty Onboarding on Flexible Learning Modality – February 9-10, 2022 7. VSU OGS Onboarding 2022 – February 24, 2022 8. TFS Admin Training Follow-up Visayas State University – March 9-10, 2022 9. TFS Instructors – Visayas State University – March 17-18, 2022 10. Orientation-Writeshop on OBE Course Syllabus for Graduate – April 6, 2022 11. Orientation-Writeshop on OBE Course Syllabus for Graduate School Programs – April 8, 2022 12. Preparing on Out-Based Education (OBE) Course Syllabus for Graduate Course – June 8, 2022 	
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											13. Launching of VSUEE's Branded Moodle App – July 8, 2022 14. Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Person, and College Hotline Agents (Main) – August 25, 2022 15. Mandatory Orientation and Orientation of Academic Advisers, Department Enrolment Focal Person, and College Hotline Agents for Components Campuses – August 25, 2022 16. VSU Faculty Onboarding 2022 – September 8-9, 2022 17. VSU Newly-Hired Faculty Onboarding on Flexible Learning Modality – September 8-9, 2022 18. VSU TEACHER AKO! Orientation on the Roles of being a Teacher – October 5, 2022	
	PI 5: Number of course syllabi and instructional materials reviewed and approved.		Head-IMD VSUEE Technical Support	200	1702%	3,403	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges	
	PI 6: Number of syllabi, evaluation syllabus, TOS and VSUEE monitored.		Head-IMD VSUEE Technical Support	200	1702%	3,403	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		Head-IMD VSUEE Technical Support	200	748%	1,495	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges	

2	<u>PI 9:</u> Number of Virtual Classroom created		Head-IMD VSUEE Technical Support	200	436%	872	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges	
	<u>PI 9:</u> Number of coordinating the VSU faculty and students VSUEE account		Head-IMD VSUEE Technical Support	10,000	180%	18,000	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges	
						Total Rating:				39.33		
						Mean				4.92		
MFO 6 General Admin. & Support Services (GASS)												
	<u>PI 1:</u> Submission of Office PPMP for the following year within deadline as prescribed by BAC*		Head-IMD VSUEE Technical Support	1	100%	1	5	5	4	4.67		
	<u>PI 2:</u> Zero percent complaint from clients served		Head-IMD VSUEE Technical Support	0%	100%	0%	5	5	5	5.0		
	<u>PI 3:</u> Number of planning sessions, tracking and monitoring of targets, meetings, etc. conducted to ensure attainment of department targets**		Head-IMD VSUEE Technical Support	4	150%	6	5	5	4	4.67		
	<u>PI4:</u> Number of offices manage and supervised by the Head of the Instructional Materials Development.		Head-IMD VSUEE Technical Support	1	100%	1	5	5	5	5.0	Office of the Head of Instructional Materials Development	
	<u>PI 5:</u> Number of monthly/special staff meetings conducted**		Head-IMD VSUEE Technical Support	4	150%	6	5	5	5	5.0		
	a. Collaboration with the VSU Component College		Head-IMD VSUEE Technical Support				5	5	5	5.0		
	b. Consolidation of guidelines and policies with the Academic Units/ department.		Head-IMD VSUEE Technical Support				5	5	5	5.0	It was done during the VSU Strategic Plan.	

	c. Prepares training proposal for OHIMD and ODIE		Head-IMD VSUEE Technical Support				5	5	5	5.0	Mandatory Orientation, VSU Onboarding, VSUEE Webinar for Newly Hired VSU Faculty, OGS Onboarding, Turnitin Administrative Walkthrough, Turnitin Instructors' Workflow Training.	
	d. Coordinate with Nephela Web in the creation of Branded Moodle App for VSUEE.		Head-IMD VSUEE Technical Support				5	5	5	5.0		
	e. Served as Resource Speaker for the University-wide Activity		Head-IMD VSUEE Technical Support				5	5	5	5.0	VSU Faculty Onboarding, OGS Orientation Workshop in the preparation of Graduate School OBE Syllabus	
	f. Supported/ Coordinated the University Accreditation Programs		Head-IMD VSUEE Technical Support				5	5	5	5.0	2nd ISO Surveillance, CHEDRO VIII Remote Monitoring, CHED COPC Evaluation	
							Total Rating:			54.33		
							Mean			4.94		
Total Over-all Rating							93.67					
Average Rating							4.93					
Adjectival Rating							Outstanding					

Received by:

TONI MARC L. DARGANTES

Planning Office

Date: JAN 04 2023

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT
Date: JAN 06 2023

Approved:

EDGARDO E. TULIN

President

Date: 1/6/2023

* 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