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Visayas State University
Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **MANOLO B. LORETO, Jr.**, Head of the **UNIVERSITY STUDENT SERVICES OFFICE**, 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 to December, 2017.

MANOLO B. LORETO
Unit Head
Date: 30 June, 2016

BEATRIZ S. BELONIAS
Vice-President for Instruction
Date: 30 June, 2016

REMBERTO A. PATINDOL
Chairman, PMT

INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE):

Personnel

Number

FTE/sem FTE/Summer

Dean of Students
Guidance Coordinator
Guidance Counselors
Admin Staff Members

1
1
4
2

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

EDGARDO E. TULIN, Ph.D.

President

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments (July-Dec)	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1 SUPPORT TO OPERATIONS										
MFO 1	Recruitment and Admission Services	PI 1. Number of graduating high school students who took the entrance scholarship exam resulting from information drive	USSO Staff, some faculty and other staff							Not applicable due to K to 12

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		PI 2. Number of high schools visited for information advocacy	USSO Staff, some faculty and other staff	0	2	5.00	5.00	5.00	5.00	Bunga NHS and Bolacawehay NHS
		PI 3. Number of transferee students evaluated in terms of enrolment requirements and enrolled	USSO Staff							Not applicable due to K to 12
		PI 4. Number of incoming students and parents/guardians oriented on VSU Course offerings and admission requirements	MBL, All Guidance	100	344	5.00	5.00	5.00	5.00	Students only
		PI 5. Number of incoming freshmen students evaluated in terms of enrolment requirements and enrolled	MBL, All Guidance	100	344	5.00	5.00	5.00	5.00	Students only
		PI 6. Number of Career talk conducted at the different high schools by invitation	Guidance Counselors	2	2	3.00	5.00	5.00	4.33	Bunga NHS and Bolacawehay NHS
		PI 1. Number of guidance activities conducted	MBL, All Guidance Counselors							
	Guidance and Counseling Services	a. Initiated by USSO	Guidance Counselors	4	7	5.00	5.00	5.00	5.00	a) Psycho-Social Support on Coping with Grief and Sudden Loss; b) P.E.E.R.S; c) Homeroom Module Workshop; d) Character Enhancement; e) ESGP-PA Pre-employment and Entrepreneur; f) Organization Summit; g) Orientation Seminar for Organization Secretaries, Treasurers and Auditors

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		b. Requested by other units or institutions	MBL & Guidance Counselors	4	9	5.00	5.00	5.00	5.00	a) PTA-VLHS Guidance Services Orientation; b) VSU-Villaba Orientation for DBGF; c) Facilitation Skills by Leyte Guidance Network; d) Family Relation Seminar on Drug Addiction; e) Disciplines and Ideas in the Social Science as requested by Gr 12 HUMMS students; f) Sustaining the Passion and Enthusiasms to Teach: CE faculty; g) Anxiety and Depression Awareness Forum: Student Leaders; h) Student Handbook Update: USSC
		PI 2. Number of students who have availed of guidance services	All USSO staff	1200	1534	5.00	4.00	5.00	4.67	
		PI 3. Percentage of students counselled	MBL, Guidance Counselors	6%	15%	5.00	5.00	5.00	5.00	
		PI 3. Percentage of students with academic deficiencies counselled/followed-up	MBL, Guidance Counselors	90% of referred	96%	5.00	4.00	4.00	4.33	
		PI 4. Percentage of students conducted psychological tests for vocational counselling	JAP, Admin Staff	95%	48%	2.00	5.00	5.00	4.00	Some students are not willing to take the psych exam
		PI 6. Number of best practices on student guidance services (Private boarding house/dormitories visitation,	All USSO staff	1	2	5.00	5.00	4.00	4.67	a) Survey on the private boarding houses and dormitories; b) Visitation of GCs in private boarding houses
MFO 3	Student Welfare	PI 1. Number of students availing VSU dormitory facilities	MBL, MML	1500	1545	4.00	5.00	5.00	4.67	Due to low enrolment and student's preference
		PI 2. Number of students awarded with scholarships, grants, and student assistantship and monitored	MBL, CAB, JFP, MAGC	500	782	5.00	5.00	5.00	5.00	
		PI 3. Number of students assisted for SPES and other grants	MAGC, MBL	50	67	5.00	5.00	5.00	5.00	

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		PI 4. Number of best practices on student welfare services	All USSO staff	1	1	4.00	5.00	5.00	4.67	Weekly Program at DYDC dubbed as Serbisyo Estudyante
MFO 4	Student Development	PI 1. Number of students' seminars, forums, orientations, jobs fair/job seeking/SRA, conference, convention conducted/coordinated as calendared PI 2. Number of best practices on student development	All USSO staff	2 1	5 1	5.00 4.00	5.00 5.00	5.00 5.00	5.00 4.67	Weekly Program at DYDC dubbed as Serbisyo Estudyante
MFO 5	General Administration and Support Services	PI 1. Number of program/institutional accreditation related process supported PI 2. Number of student services office coordinated	All USSO staff MBL, Guidance Counselors	2 2	9 3	5.00 5.00	5.00 5.00	5.00 5.00	5.00 5.00	8 programs submitted for AACCCUP Accreditation visit; BSCE and BSAE Washington Accord Accreditation visit VSU-Hospital, Security Services, IGP
MFO 6	Other Accomplishments	PI 1. Number of seminars/training/workshop invited as experts or resource person	MBL, All Guidance Counselors	2	2	4.00	5.00	5.00	4.67	a) Solid Waste Management: Urban Greening Program sponsored by JICE; b) Student Services Program by CME students
		PI 2. Customer Satisfaction Survey conducted and analyze	MBL, MAG	1	3	5.00	5.00	5.00	5.00	
		PI 5. Percentage of notice of repayment schedule of STUFAP, SAFE Loan and other matter of the same nature	MBL, CAB	15	16	4.00	5.00	5.00	4.67	
		PI 5. Number of appointments of advisers, campus ministers, DBGF, etc prepared	MBL, MML	50	125	5.00	5.00	5.00	5.00	

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MFO 7	Administrative and Support Services	PI 1. Number of issuance of requested certificates/excuse letters/good moral and other documents of the same nature	IML, MBL, CAB, CCTT	200	413	5.00	5.00	5.00	5.00	
		PI 2. Percentage of shifting of courses/LOA/ID replacement/permits to hold classes/exams/activity and field trip permits and readmission approved within 1 hour	USSO staff	90%	95%	5.00	5.00	5.00	5.00	
		PI 3 Number of document prepared and submitted to CHED, DOST, DSWD and agencies	MBL, CAB	2 documents prepared and submitted on time	12 documents prepared and submitted within prescribed time	5.00	5.00	5.00	5.00	a) 5K Yolanda (3 docs), b) ESGP-PA reports (2 docs), c) DOST (2 docs), d) private scholarship bilings (5 docs)
			MBL & Guidance Counselors	1 document submitted on time	2 document submitted on time	5.00	5.00	5.00	5.00	
MFO 8	Efficient Customer-friendly Assistance	PI 1. Zero complaint unattended from clients	All USSO staff	0 complaint unattended on time	No complaint unattended on time	5.00	5.00	5.00	5.00	
Number of Performance Indicators Filled-up						28				
Total Over-all Rating						135.33				
Average Rating						4.83				

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						OUTSTANDING				

MBL = Manolo B. Loreto Jr; MML = Meriam M. Luna; JAP = Junito A. Panonce; CAB = Chona A. Brit;

Received by:


Calibrated by:


Recommending Approval:

Approved:

Planning Officer
Date: _____


REMBERTO A. PATINDOL
Chairman, PMT
Date: _____


BEATRIZ S. BELONIAS
Vice Pres. for Instruction
Date: _____


EDGARDO E. TULIN, Ph.D.
President
Date: _____