

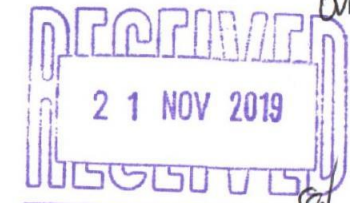
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OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR) 2019

I, MA. EPIFANIA G. TUdTUD, the University Registrar commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June, 2019.

MA. EPIFANIA G. TUdTUD
MA. EPIFANIA G. TUdTUD
University Registrar

BEATRIZ S. BELONIAS
BEATRIZ S. BELONIAS
VP for Instruction



OFFICE: REGISTRAR'S OFFICE

MFOS/PAPs	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
Student records evaluation services	No. of permanent student record evaluated and updated	E. OLLERAS R. MAALA H. NAPOLES M. BARTOLINI C. ESPINA M.P. BALO	5000	7134	5	5	5	5.00	
	No. of candidates for graduation evaluated and verified		1000	1724	5	5	5	5.00	
	No. of Transcript of Records/certifications prepared and issued		1000	3521	4	5	4.5	4.50	
	No. of tentative candidates for Latin Honors computed and prepared for committee, UAC and Board of Regents meeting		100	224	5	5	5	5.00	
	No. of Certificate of Transfer Credentials prepared and issued		70	535	4	5	4.5	4.50	
	No. of credentials checked and enrollment forms issued to new students		1000	2624	5	5	5	5.00	
Student records management services	No. of student records of continuing and new students updated and filed	A. TAN K. VILLOCINO	5000	5795	4	5	4	4.33	
	No. of report of grades issued to students		300	446	5	5	5	5.00	
	No. of clearance, dropping of grades, completion of grades, Leave of Absence forms issued and filed		300	548	5	5	5	5.00	
	No. of class examination schedules prepared and posted	A. GALENGZOGA	1500	1950	4	4	4	4.00	
	No. of statistical reports prepared and submitted to requesting agencies		100	196	4	4	5	4.33	
	No. of list of graduates submitted to PRC and CHED		100	130	5	5	5	5.00	
	No. of students enrollment processed and finalized		5000	5862	5	5	5	5.00	

MFOS/PAPs	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
	No. of class rosters checked	M. RESTOR	25	33	4	5	5	4.67	
	No. of grade sheets checked and approved		1000	1300	5	5	5	5.00	
	No. of diplomas prepared		1200	1400	4	5	5	4.67	
	No. of name cards for graduation prepared		1200	1400	5	5	5	5.00	
Other Outputs	No. of office documents and outgoing documents received, recorded and filed	N. VILLAS	7500	11100	5	5	5	5.00	
	No. of meetings attended	M.E.TUDTUD	30	50	5	5	5	5.00	
	No. of documents signed by the Univeristy Registrar		7500	9050	4.5	5	5	4.83	
	No. of Identification Cards prepared and printed	M. RESTOR	1500	3000	5	5	4.5	4.83	
	No. of improvements of the Registrar's Computerized System and online registration implemented	M.E.TUDTUD M. RESTOR	10	20	4.5	5	5	4.83	
Total Over-all Rating					102.00	108.00	106.50	105.50	
Average Rating					4.64	4.91	4.84	4.80	
Adjectival Rating					Outstanding				

Received by:

Calibrated by:

Recommending Approval:

Approved:



DILBERTO O. FERRAREN

Vic Pres. For Planning,
Resource Generation and
External Affairs



REMBERTO A. PATINDOL

Chairman, PMT



BEATRIZ S. BELONIAS

Vice Pres. for Instruction



EDGARDO E. TULIN

President