



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE CHANCELLOR**

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**OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)**

I, QUENSTEIN D. LAUZON, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January - December 2021.

**QUENSTEIN D. LAUZON**  
Chancellor, VSU-Tolosa  
Date: 01/24/2022

**BEATRIZ S. BELONIAS**  
Vice Pres. For Academic Affairs  
Date: 1/26/22

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

	Min. FTE	Total FTE	Research	Publication	Extension
Department Head	4	32		0	
Faculty w/ Univ. Designated Position - Chancellor	2.5	5		0	
Regular Faculty (Vacation Sick Leave)	12	432		0	
Regular Faculty (Teacher's Leave)	18	1404		0	
Part time Faculty Members*	24	1128		0	
Admin Staff Members	0			0	
<b>TOTAL:</b>		3001.0		0	

Note: On vacation-sick-leave status. Ratio of Instruction and RDE commitments should determined based on FTE of 18 units

\*\* On Teacher's Leave status. Minimum FTE required is 18 units

\*\*\* Professors and Associate Professors are required to commit RDE outputs (Please Performance Indicators under Research (UMFO 3) and extension (UMFO 4))



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	Details of Accomplishments	Rating	Efficiency	Timeliness	Average		
<b>MFO 1</b>		<b>ADVANCED EDUCATION SERVICES (20%)</b>										
		<b>OVPI MFO 1. Graduate Degree Program Management Services</b>										
		<b>PI 1: Percentage of graduate school faculty engaged in research</b>	CFAS Dean									
	a.	pursuing advanced research degree program (Ph.D) *		2 (100%)	150%	3 graduate faculty pursuing PhD degrees (FCGenson, MDLAlibangbang, RPGonzales)	5	4.8	4.8	4.9		
	b.	actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)		2 (100%)	150%	3 graduate faculty with approved researches (QDLauzon, JRAMontajes, SAMerro)	5	5	5	5.0		
	c.	producing technologies for commercialization or livelihood improvement										
	d.	whose research resulted in an extension program										
		<b>OVPI MFO 2. Graduate Student Management Services</b>										
		<b>PI 1: Percentage of graduate students enrolled in research degree programs *</b>		100%	100%	All students enrolled in MS Fisheries (degree program with thesis)	5	5	5	5.0		2%
		<b>PI 2: Percentage of accredited graduate programs *</b>		None		MSFI program to apply for COPC in 2022						2%
		<b>PI 3: Number of graduate degree specializations offered and monitored *</b>		1	100%	MS Fisheries program	5	5	5	5.0		2%
		<b>PI 4: Total FTE coordinated, implemented &amp; monitored*</b>		25	95%	23.83 total FTE monitored for graduate faculty	5	4.8	5	4.9		2%
		<b>PI 5: Percentage increase in number of graduate students enrolled *</b>		19 (old)+3 (new) (15.79%)	133%	21% increase in no. of graduate students enrolled (19 continuing + 4 new students)	5	5	5	5.0		2%
		<b>PI 6: Percentage increase in number of students who graduated within</b>										2%
		<b>PI 7: Number of graduate students awarded with honors/distinction *</b>										2%
		<b>PI 8: Number of graduate students advised *</b>	CFAS Dean, *Thesis advisers	5	220%	11 graduate students advised on their MS thesis	5	5	5	5.0		2%
		<b>PI 9: Number of instructional materials developed *</b>										
		On-line ready courseware										
		Flexible instructional materials		22	18%	4 Lab activity hand outs in AQUA 215 (QDLauzon)	4	4	4	4.0		
		Assessment tools		22	100%	22 Assessment tools made (8 JRAMontajes, 4 SAMerro, 2 QDLauzon, 2 MDLAlibangbang, 6 TCJocson); only major exams or its equivalent were counted	5	5	5	5.0		

	PI 10: Number of virtual classrooms created and operationalized		22	68%	15 virtual classrooms created (VSUEE or Google Classroom) broken down as follows: 5 JRAMontajes, 2 SAMerro, 3 QDLauzon, 2 MDLAlibangbang, 3 TCJocson	4.5	4.5	4.5	4.5	
MFO 2	HIGHER EDUCATION SERVICES (50%)									
	PI 1: Percentage of first time licensure exam takers that pass the licensure exams *	Deans	61%	100%	61.36% of first-time licensure exam takers passed across all programs (27 first-time takers passed out of 44 total no. of first-time takers)	5	5	5	5.0	7.5%
	PI 2: Percentage of graduates (2 years prior) that are employed *		82%	76%	62% of 2019 graduates across all programs are employed (135 employed out of 218 respondents)	4.8	4.8	4.8	4.8	2.5%
	PI 3: Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *		100%	45%	44.6% (1071 out of 2401) of the total undergraduate population are enrolled in CHED-identified priority programs for scholarship for AY 2021-2022; only BS Crim is not CHED-identified or RDC-identified priority program	4	4	4	4.0	2.5%
	PI 4: Percentage of undergraduate programs with accreditations *		100%	100%	All four programs offered are with at least Level 1 accreditation	5	5	5	5.0	2.5%
	PI 5: Total FTE, coordinated, implemented and monitored *		2,710	173%	4,684.4 total FTE monitored across colleges	5	5	5	5.0	20%
	PI 8: Number of students advised: *					5	5	5	5.0	
	On thesis/ field practice/special problem		155	196%	302 students advised on their thesis/student teaching, OJT	5	5	5	5.0	1%
	No. of approved manuscript submitted within prescribed period									1%
	On consultation		100%	100%	All student queries were addressed by their respective academic advisers					0.5%
	PI 9: Number of student organizations advised/ assisted *									
	Student organizations advised		12	117%	14 student organizations advised (DOF-SC, SOS, Samahang makaFilipino, Objet d Art, The Dolphin Publication, Student Electoral Board, Science Educators Association, CTEAS-SSC, NML, FEEL, VSU Tolosa Choir, VSUT Dance Company, CCJE-SSC, and WEMC)	5	5	5	5.0	1.25%
	Student organizations assisted on student related activities		12	117%	14 student organizations advised (DOF-SC, SOS, Samahang makaFilipino, Objet d Art, The Dolphin Publication, Student Electoral Board, Science Educators Association, CTEAS-SSC, NML, FEEL, VSU Tolosa Choir, VSUT Dance Company, CCJE-SSC, and WEMC)	5	5	5	5.0	1.25%
	PI 10: Number of instructional materials developed *									
	On-line ready courseware	Deans, Dept. Heads &								1.25%
	Flexible instructional materials		155	111%	172 Flexible learning materials developed (27 CFAS, 90 DTE, 25 DAS, and 30 CCJE)	5	5	5	5.0	1.25%
	Assessment tools		72	488%	351 Assessment tools made (54 CFAS, 73 DTE, 142 DAS, and 82 CCJE); only major exams or its equivalent were counted	5	5	5	5.0	1.25%
	PI 10: Number of virtual classrooms created and operationalized		294	61%	179 VSUEE virtual classrooms created and operationalized (27 CFAS, 73 DTE, 42 DAS, and 37 CCJE); basis for target was Google Classroom, hence, targetted no. of VCs was per class/block, but with the implementation of the VSUEE, virtual classrooms made were per subject/course	4.5	4.5	4.5	4.5	
	PI 11: Additional Outputs									
MFO 3	RESEARCH SERVICES (10%)									
	PI 1: Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *		3	100%	1 CFAS (relienong bangus by Prof. Petronio); 1 CTEAS (Math for Innovative Minds by Dr. Donceras); 1 CCJE (IMs from the study "An Assessment of Security Practices Among Selected HEIs in EV")	5	5	5	5.0	2%
	ODREIC	Director	2							



CFAS	Deans, Dept. Heads & Faculty	1									
CTEAS (DTE)											
DAS											
CCJE											
PI 2. Number of research outputs completed within the year *		3	0.00	4 studies on-going							2%
CFAS	Deans, Dept. Heads & Faculty	1									
CTEAS		1									
CCJE		1									
PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *		6	7 (116%)	All in Int'l Journals (1) Dr. Peneda: Mga Suliranin at Lapid sa Pagluturo ng Wika at Panitikan sa mga Piling Paaralan sa Antas Tersarya, (1) RGMacale: Relationship Between Socio-demographic, Classroom Code-Switching and Vocabulary Acquisition Strategies Among First Year Students, (1) ROBalotol Jr: Ideology in the Time of Pandemic: A Filipino Experience, (2)AGAcampado: a. Visayan Philosophy of Labor: A Reflection from the Notion of Kahimtang and John Paul II's Philosophy, b. A Philosophical Analysis of Compatibilism from the Indigenous Notion of Kahimtang, (2)MARMigue: a. A Change in the 21st Century: Realizing the Effect of Replacing Actual Laboratories with Virtual Laboratories, b. Metaphorical Views of Physics Teachers in Teaching Physics: A Qualitative Phenomenological Study	5	5	5	5.0			
In refereed int'l journals											1.50%
In refereed nat'l/regional journals											0.50%
CFAS	Deans, Dept. Heads & Faculty	2									
DTE		1									
DAS		1									
CCJE		2									
PI 4. Number of research outputs presented in regional/national/ int'l fora/conferences *		4	100%	(1) ROBalotol Jr.: Ideology in the Time of Pandemic: A Filipino Experience, (3) RL.Salas: a & b. Strength of cation-pi and antibacterial activity of His-based lipopeptides (oral and poster), c. Unravelling the Protein Targets of Potent Antibacterial Myristoylated Ornithylhistidine by Reversed Docking	5	5	5	5.0			
In int'l fora/conferences			3	1 ROBalotol Jr, 2 RL.Salas							
In nat'l/regional fora/conferences			1	1 RL.Salas							
CFAS	Deans, Dept. Heads & Faculty	1									
DTE		1									
DAS		1									
CCJE		1									
PI 5. Percent of research proposals approved *		7	10 (142%)	5 CFAS (Fish Aggregating Devices, Jicama, Rootcrop starch, Womens Role in Fisheries); 3 CTEAS ( Pandemic and Existentialism, Employability Skills, Solid Waste Mgmt); 2 (Fisheries Laws, Road Safety)	5	5	5	5.0			
CFAS	Deans, Dept. Heads & Faculty	2									
DTE		2									
DAS		1									
CCJE		2									
PI 6. Additional outputs*											
No. of research-related awards (research conducted by faculty or student w/ faculty)		0	1	ROBalotol Jr and RECanonoy	5	5	5	5.0			1.50%
Number of research proposals submitted/endorsed for external funding		0	2	1 Jvivo and 1 QDLauzon to DA-BAR	5	5	5	5.0			

	Amount of research money generated from external funding (Thousand PHP)		0	P991,252.56	4 studies (FADs, Futures Thinking, Jicama, Mine Pits)	5	5	5	5.0		
	Amount of research money generated from institutional funding (Thousand PHP)		0	P195,810.00	8 studies (Employability, Solid Waste Management, Road Safety, Fishery Laws, Pandemic and Existentialism, Rootcrop Starch, Mine pits, Womens Role)	5	5	5	5.0		
	Number of research collaboration/ partnership with LGUs		0	4	LGU Tolosa, NEDA, Kagoshima University, LGU Guian	5	5	5	5.0		
	Number of research proposals reviewed for internal funding		0	9	1 Employability, 2 Solid Waste Management, 3 Road Safety, 4 Fishery Laws, 5 Pandemic and Existentialism, 6 Rootcrop Starch, 7 Mine pits, 8 Womens Role, 9 Jicama)	5	5	5	5.0		
	Number of research proposals approved for internal funding		0	9	1 Employability, 2 Solid Waste Management, 3 Road Safety, 4 Fishery Laws, 5 Pandemic and Existentialism, 6 Rootcrop Starch, 7 Mine pits, 8 Womens Role, 9 Jicama)	5	5	5	5.0		
<b>MFO 4</b>	<b>EXTENSION SERVICES (10%)</b>										
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *		5	6 (120%)	LGU Tolosa (ALS-EST and Collabdev), AER, Tilapia growers, Tanghas Elem School Teachers, Tanghas Brgy Council,	5	5	5	5.0		2.0%
	ODREIC	Director	1								2.0%
	CFAS		1								2.0%
	DTE	Deans, Dept. Heads & Faculty	1								2.0%
	DAS		1								
	CCJE		1								
	PI 2. Number of trainees weighted by the length of training *		1000	417 (41.7%)	From CTEAS and ALS-EST	4	4	4	4.0		
	ODREIC	Director	200								
	CFAS		200								
	DTE	Deans, Dept. Heads & Faculty	200								
	DAS		200								
	CCJE		200								
	PI 3. Number of extension programs organized and supported consistent		3	100%	ALS-EST, Collabdev, and Adopt-A-School	5	5	5	5.0		
	ODREIC	Director	1								
	CFAS										
	DTE	Deans, Dept. Heads & Faculty	1								2.0%
	DAS										2.0%
	CCJE		1								2.0%
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*		95%	83%	The 147 individual from CTEAS	4.75	4.75	4.75	4.8		
	ODREIC	Director	95%								
	CFAS		95%								
	DTE	Deans, Dept. Heads & Faculty	95%								1.0%
	DAS		95%								1.0%
	CCJE		95%								1.0%
	PI 5. Number of technical/expert services *										
	Research Mentoring	ODREIC	2	100%	2 LGU Tolosa GIP Interns	5	5	5	5.0		
	Peer reviewers/Panelists		3	100%	2 JRAM, 1 QDL	5	5	5	5.0		
	Resource Persons	ODREIC, Deans, Dept. Heads & Faculty	1	3 (300%)	JRAM, RRRegato, RRAbonales (ALS-EST)	5	5	5	5.0		
	Convenor/Organizer		1	3 (200%)	2 JRAM, 1 ROBalotol	5	5	5	5.0		
	Consultancy										
	Evaluator		1	2 (200%)		5	5	5	5.0		
	PI 8. Percent of extension proposals approved *	ODREIC, Deans/Heads	60%	On-going processing							
	PI 11. Additional outputs *										
	No. of extension-related awards (extrn. conducted by faculty or student & Number of trainings conducted		0	5	Food Safety Mgmt, Vege-fish Noodle Processing, Fish Processing, Fish Ball Processing, Fish burger processing	5	5	5	5.0		1.5%
	Number of IEC materials/technoguides developed/used		0	6	Modules and powerpoint presentations: Food safety mgmt, Vege-fish noodle processing, Fish processing	5	5	5	5.0		



<b>SUPPORT TO OPERATIONS</b>										
<b>MFO 1. Student Services</b>										
<b>PI 1:</b> Facilitate students insurance	Scholarship Coordinator	100%	100%	2,424 Facilitated & updated students insurance	5	5	5	5.0	2,424 Facilitated & updated students insurance	
<b>PI 2:</b> Coordinate with recognized student's organization	Student Organizations Coordinator	10	100%	There were 13 recognized organizations	5	5	5	5.0	There were 13 recognized organizations	
<b>PI 3:</b> Release Certificates of Good Moral	Head, OSS & Clerk	150	100%	Released 155 Certificate of Good Moral Character	5	5	5	5.0	Released 155 Certificate of Good Moral Character	
<b>PI 4:</b> Release certification of non involvement of the student/alumni to a Left Leaning Organization	Head, OSS & Clerk	25	40%	Released 10 certificate of non involvement/alumni to a Left Leaning Organization	4	4	4	4.0	Released 10 certificate of non involvement/alumni to a Left Leaning Organization	
<b>PI 5:</b> Release OSS forms (stub)	Head, OSS	100%	100%	Every requestee was granted request for forms & the like	5	5	5	5.0	Every requestee were granted requests for forms & the like	
<b>PI 6:</b> Approve application for leave of absence	Head, OSS	100%	100%	8 have been approved for their leave of absence	5	5	5	5.0	8 have been approved for their leave of absence	
<b>PI 7:</b> Approve General Clearance	Head, OSS	100%	100%	35 have been approved for their general clearance	5	5	5	5.0	35 have been approved for their general clearance	
<b>PI 8:</b> Release student handbook	Head, OSS & Clerk								None for 2nd Semester S.Y 2020-2021	
<b>PI 9:</b> Approve information for posting	Director, ODSAS, Guidance Counselor/Head, OSS	100%	100%	Information have been posted through the official facebook page of VSU-Tolosa & through the bulletin boards	5	5	5	5.0	Information have been posted through the official facebook page of VSU-Tolosa & through the bulletin boards	
<b>PI 10:</b> Post enrollment procedures	Head, OSS, Guidance Counselor & OSS, Clerk	100%	100%	All students were accommodated for enrollment	5	5	5	5.0	All students were accommodated for enrollment	
<b>MFO 2. VSU Coverage Admission Test</b>										
<b>PI 1:</b> Information Dissemination	Director, ODSAS Guidance Counselor & OSS, Clerk	100%	100%	Information have been posted through the official page of VSU-Tolosa	5	5	5	5.0	Information have been posted through the official page of VSU-Tolosa	
<b>PI 2:</b> Contact VSU CAT Takers who are 4Ps beneficiaries	Guidance Counselor	100%	100%	Qualified 4Ps beneficiaries were contacted to enrol in the campus	5	5	5	5.0	Qualified 4Ps beneficiaries were contacted to enrol in the campus	
<b>PI 3:</b> Release of results	Head, OSS & Guidance Counselor	100%	100%	Result has been released & qualifiers have admitted to VSU-Tolosa	5	5	5	5.0	Result has been released & qualifiers have admitted to VSU-Tolosa	
<b>MFO 3. VSU-Tolosa Dormitory</b>										
<b>PI 1:</b> Recruitment & Information Dissemination	Dorm Manager & Male & Female Adviser	100%	100%	Memos, minutes and other information have been posted and or disseminated	5	5	5	5.0	Memos, minutes and other information have been posted and or disseminated	
<b>PI 2:</b> Application of Dorm Residency	Dorm Manager	80%	100%	18 applicants of dorm residency	5	5	5	5.0	18 applicants of dorm residency	
<b>PI 3:</b> Orientation of Dorm Residency	Dorm Manager	90%	100%	Dorm residents were oriented upon approval of their application	5	5	5	5.0	Dorm residents were oriented upon approval of their application	
<b>PI 4:</b> Admission	Dorm Manager	80%	100%	18 Dorm applicants satisfied requirements to be admitted in the dormitory	5	5	5	5.0	18 Dorm applicants satisfied requirements to be admitted in the dormitory	
<b>MFO 4. Scholarship Services</b>										
<b>PI 1:</b> Provide scholarship opportunities	Scholarship Coordinator	400	100%	787 scholars/ TES grantees	5	5	5	5.0	787 scholars/ TES grantees	
<b>PI 2:</b> Facilitate release of scholars/grantees allowances	Scholarship Coordinator	90%	100%	Facilitated timely released of scholars/TES grantees	5	5	5	5.0	Facilitated timely released of scholars/TES grantees	
<b>MFO 5. Student Organizations</b>										
<b>PI 1:</b> Conduct meeting to different organizations	Student Organization Coordinator	100%	100%	Conducted 3 virtual meetings with the different organization	5	5	5	5.0	Conducted virtual student leaders meeting	
<b>MFO 6. Guidance Services</b>										
<b>PI 1:</b> Assist students personal, educational, & professional growth	Head, OSS/ Guidance Counselor	90%	90%	Posting of info graphics related to personal, educational adjustments and job opportunities	4.75	4.75	4.75	4.8	Posting of info graphics related to personal, educational adjustments and job opportunities	
<b>PI 2:</b> Filling-out of the Individual Inventory Form for Freshmen & Transferees	Head, OSS/ Guidance Counselor & OSS, Clerk	100%	100%	Basic information of enrolled students were sourced from the Cumulus	5	5	5	5.0	Basic information of enrolled students were sourced from the Cumulus	
<b>PI 3:</b> Updating of the Individual Inventory Form for continuing students	Head, OSS/ Guidance Counselor & OSS, Clerk	100%	100%	Updated basic information of enrolled students were sourced from the Cumulus	5	5	5	5.0	Updated basic information of enrolled students were sourced from the Cumulus	
<b>PI 4:</b> Conduct counseling to students	Guidance Counselor	85%	100%	Every year level in every degree program has Dpartment-Based Guidance Facilitator (Academic Adviser)	5	5	5	5.0	Every year level in every degree program has Dpartment-Based Guidance Facilitator (Academic Adviser) for 2nd Semester S.Y. 2020-2021	



	<b>PI 5:</b> Implement Department Based Guidance Facilitator Program	Head,OSS/ Guidance Counselor	100%	70%	Implementation of online delivery of guidances services through FB Page	4.75	4.75	4.75	4.8	Implementation of online delivery of guidances services through FB Page for 1st Semester S.Y. 2021-2022	
	<b>PI 6:</b> Referral Services	Head,OSS/ Guidance Counselor	100%	75%	Referred students to other persons, professionals or groups to better assist them with their concerns	4.75	4.75	4.75	4.8	Referred students to other persons, professionals or groups to better assist them with their concerns	
	<b>PI 7:</b> Consultation Service to students	Head,OSS/ Guidance Counselor	85%	90%	Answered queries and assisted students, faculty and staff, and other stakeholders on matters that is within the expertise and knowledge of the counselor	4.8	4.8	4.8	4.8	Answered queries and assisted students, faculty and staff, and other stakeholders on matters that is within the expertise and knowledge of the counselor	
	<b>PI 8:</b> Plan & conduct activities for students development	Head,OSS/ Guidance Services Office & Clinic Office	80%	70%	Followed up the status of students who have availed of any of the guidance services	4.75	4.75	4.75	4.8	Followed up the status of students who have availed of any of the guidance services	
	<b>MFO 7. Free Higher Education</b>										
	<b>PI 1:</b> Information Dissemination for TES grantees	TES Focal Person & Clerk	100%	100%	Information have been posted through the official facbook page of VSU Tolosa	5	5	5	5.0	Information have been posted through the official facbook page of VSU Tolosa	
	<b>PI 2:</b> Release of TES	TES Focal Person & Clerk	100%	100%	Facilitated timely release grantees allowance	5	5	5	5.0	Facilitated timely release grantees allowance	
	<b>MFO 8. Medical Services</b>										
	<b>PI 1:</b> Provide healthcare among students and employees	Campus Nurse	75%	100%	Health care were provided to employees upon visitation of the clinic	5	5	5	5.0	Health care were provided to employees upon visitation of the clinic	
	<b>PI 2:</b> Treatment of minor ailments	Campus Nurse	70%	45%	63 employees were treated for minor ailments	4.75	4.75	4.75	4.8	63 employees were treated for minor ailments	
	<b>PI 3:</b> Provide necessary health information through postings	Campus Nurse	75%	100%	Posting on bulletin boards, tarpaulin, online posting on meesenger and group chat	5	5	5	5.0	Posting on bulletin boards, tarpaulin, online posting on meesenger and group chat	
	<b>GENERAL ADMINISTRATIVE SUPPORT SERVICES</b>										
	<b>OVPI MFO 1. Student Services</b>										
	<b>PI 1:</b> Facilitate on information dissemination	Head,OSS & OSS,Clerk	100%	100%	Postings at bulletin boards & online posting were made & text brigades were also made	5	5	5	5.0	Postings at bulletin boards & online posting were made & text brigades were also made	
	<b>PI 2:</b> Furnish accomplishment reports	Head,OSS & OSS,Clerk	100%	100%	Furnish accomplishment reports & other equired reports to VSU & to CHED	5	5	5	5.0	Furnish accomplishment reports & other equired reports to VSU & to CHED	
	<b>PI 3:</b> Attends seminar training, convention/workshop for professional development	Head,OSS & Staff	100%	100%	15 webinar workshop attended for professional development	5	5	5	5.0	15 webinar workshop attended for professional development	
	<b>PI 4:</b> Assist general supervision and improvement of environmental sanitation	Head,OSS & Campus Nurse	100%	100%	6 times general disinfection of building and facilities	5	5	5	5.0	6 times general disinfection of building and facilities	
	<b>OVPI MFO 2. Administrative &amp; Facilitative Services</b>										
	<b>PI 1:</b> Number of frontline academic services monitored & ensured to be costumer friendly and efficient and citizen's charter posted conspicuously	Head,OSS	5	100%	All its frontline services are costumer friendly and efficient	5	5	5	5.0	All its frontline services are costumer friendly and efficient	
	<b>OVPI MFO 3. Efficient and costumer-friendly assistance</b>										
	<b>PI 1:</b> Efficient and costumer-friendly assistance	All OSS staff, Guidance Staff,Medical & Dental Staff, Security Officers, Librarian Staff & Canteen Personnel	100%	100%	There has been zero complaint from students regarding OSS staff and its allied offices	5	5	5	5.0	There has been zero complaint from students regarding OSS staff and its allied offices	
	<b>OVPI MFO 4. Extension Service</b>										
	<b>PI 1:</b> Number of linkages/partnership established	Guidance Counselor, Scholarship Coordinator & Campus Nurse	10	190%	19 linkages and partnership have been established	5	5	5	5.0	19 linkages and partnership have been established	
<b>MFO 6</b>	<b>REGISTRAR</b>										
	<b>PI 1.</b> Student Admission	OSS, Registrar, Deans	2,100	211%	4,425 total no. of students admitted in 2nd Sem 2020-2021 and 1st Sem 2021-2022	5	5	5	5.0		
	<b>PI 2.</b> Class Scheduling/Room Utilization	Registrar, Deans, Dept. clerks, OSS	95%	105%	100% prepared class schedule/room utilization implemented	5	5	5	5.0		
	<b>PI 3.</b> Listing and Posting of Enrolled Students	Registrar, MIST, Deans, Dept. Clerks	100%	100%	Listed and posted a total of 4,425 enrolled students for the 2nd Sem 2020-2021 and 1st Sem	5	5	5	5.0		
	<b>PI 4.</b> Validation of ID's	Registrar Clerk	95%	105%	1,028 validated IDs out of 1,028 requests for validation	5	5	5	5.0		
	<b>PI 5.</b> Evaluation of Grades	Registrar Computer Technician	85%	118%	306 grades evaluated out of 306 request for evaluation	5	5	5	5.0		
	<b>PI 6.</b> Request Transfer Credentials , OTR & Form 137-A	Registrar Clerk	85%	118%	539 Requests for Transfer Credentials, OTR and Form 137- A made out of 539 required	5	5	5	5.0		60



	PI 7. Prepared Midterm/Final Examination Schedule	Registrar Clerk	95%	--	Preparation of midterm/final term exam schedule cancelled; to utilize existing class schedule for the exams	5	5	5	5.0		
	PI 8. Received Transfer Credentials/Form 137-A from former Schools Attended	Registrar Clerk	80%	125%	647 - Received Transfer Credentials/Form 137-A from former Schools Attended out of 647 requests	5	5	5	5.0		
	PI 9. Prepare Tentative List of Candidates for Graduation	Registrar Clerk	100%	100%	Prepared and submitted the Tentative List of Graduates for 2nd Semester 2020-2021 with a total of 289 candidates	5	5	5	5.0		
	PI 10. Prepared Class Schedule	Registrar Department Clerk	95%	105%	Prepared Class Schedule for 1st semester, SY 2020-2021 and 2nd semester, SY 2021-2022 for all programs and blocks	5	5	5	5.0		
	PI 11. Enrolled Students	Registrar Clerk	2,100	211%	4,425 total no. of students admitted in 2nd Sem 2020-2021 and 1st Sem 2021-2022	5	5	5	5.0		
	PI 12. Check Gradesheets submitted	Registrar Clerk	98%	102%	Checked and validated all grade sheets submitted for AY 2020-2021	5	5	5	5.0		
	PI 13. Furnished reports from the Registrar's Office to different Department Office	Registrar Clerk	95%	105%	35 out of 35 reports furnished to different Department Office (Enrollment Data, Data on Graduates, FTE Headcount, HEMIS, etc.)	5	5	5	5.0		
	PI 14. Released Certification of Grades to CHED Scholars and other grantees	Registrar Clerk	95%	105%	2273 Certification of Grades made out of 2273 requests	5	5	5	5.0		
	PI 15. Released Transcript of Records/DIPLOMA Transcript of Records Diploma	Registrar Clerk	100%	100%	585 TOR released out of 585 requests. 247 DIPLOMA released out of 247	5	5	5	5.0		
	PI 16. Submit FTE Head Count to VSU-Main	Registrar Clerk	95%	105%	Furnished FTE Head Count of all VSUT faculty to the VSU-Main	5	5	5	5.0		50
<b>MFO 7</b>	<b>Library Services</b>										
	Newly acquired books catalogued correctly and within the library prescribed time	Librarian	85%	85%	Newly acquired books were catalogued	4.8	4.8	4.8	4.8	Targeted percentage	
	Requests for library assistance served without lapses.	Librarian, Library Clerk	100%	100%	All library requests were accommodated	5	5	5	5.0	Targeted percentage of library clients advised	
	Furnish reports and pertinent papers for evaluation/accreditation purposes	Librarian, Library Clerk	100%	100%	Reports and pertinent papers for evaluation were provided	5	5	5	5.0	Reports and pertinent papers for evaluation were provided to concerned office	
	Number of frontline academic services monitored & ensured to be customer friendly and efficient and citizen's charter posted conspicuously	All library staff	2	2 units	All its frontline services were monitored and ensured to be customer friendly and efficient	5	5	5	5.0	2 units were monitored and ensured to be customer friendly and efficient	
	Efficient and customer-friendly assistance	All library staff	100%	100%	There has been zero complaints from library clients	5	5	5	5.0	No complaints from library clients	
	Number of linkages/partnership established	Librarian	2	5	5 Linkages have been established	5	5	5	5.0	2 Interenational and 3 National linkages have been established	
<b>MFO 8</b>	<b>GENERAL ADMINISTRATIVE SUPPORT SERVICES</b>										
	<b>MFO 1. Administrative and Support Services Management</b>										
	PI 1. Efficient and customer friendly frontline service	All HR Staff	zero complaint from clients served	100%	zero complaint from clients served	5	5	5	5.0	3 frontline service	
	PI 2. Number of personnel directly supervised	Elvira L. Sabulao	2 personnel (1 Regular & 1 J.O.)	100%	Effectively supervised 2 HR Staff	5	5	5	5.0		
	PI 3. Number of linkages with external agencies maintained	Elvira L. Sabulao	3 (CSC Western Leyte Field Office, Ormoc; GSIS; Ombudsman)	166%	5- CSC Western Leyte; GSIS; Ombudsman; HDMF & PhilHealth	5	5	5	5.0		
	PI 4. Number of Committee assignment performed	Elvira L. Sabulao	7 committees as member (Personnel; Grievance; Scholarship; Advisory; Finance; PRAISE; DRMMC as DOC Secretariat)	85%	6 Committees- Personnel Committee; Scholarship; Advisory; Finance & DRMMC; PRAISE	4.75	4.75	4.75	4.8	No Committee meeting conducted by Grievance	
	PI 5. Number of certification; service records and other personnel related documents issued and certified	Elvira L. Sabulao Jonna A. Gallaron Althea Mae L. Jacer	100 document	81%	81 documents issued as of December, 2021	4.8	4.8	4.8	4.8	January-December, 2021-Targets 51 Certificate of Employment; 21 Service Record & 9 Salary Certification	
	PI 6. Number of Authentication of HR Records/ Documents	Elvira L. Sabulao Jonna A. Gallaron Althea Mae L. Jacer	50 document	350%	175 documents certified photocopy as of December, 2021	5	5	5	5.0	July- December, 2021	

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	PI 1. Number of Annual Budget Proposal for GAA & from Income submitted to Finance Office VSU Main Campus	Elvira L. Sabulao; Gaylieza F. Delos Santos	1 proposal from Income	100%	1 Budget Proposal for Special Trust Fund (F164) submitted for BOR approved	5	5	5	5.0		
	PI 2. Annual Budgetary allocation by Department/Offices/Units	Elvira L. Sabulao; Gaylieza F. Delos Santos Leluis Catalino v. Apostol	100% implemented	100%	Allocated funds to department/office in accordance with CMO #20	5	5	5	5.0		
	MFO 10. Financial Documents for obligation										
	PI 1. Request acted within 2 days from receipt	Elvira L. Sabulao; Gaylieza F. Delos Santos Analisa Ladrera	95% request acted	100%	100% of financial transaction/PO's obligated/ acted within the prescribed period	5	5	5	5.0	F101 - 231 STF - 129 IGP - 16 TF - 45	
	MFO 11. Budgetary Reports Preparation										
	PI 1. Number of SAOB's; BFAR's submitted	Elvira L. Sabulao; Gaylieza F. Delos Santos Analisa Ladrera	100% Budgetary Reports prepared & submitted	100%	Budget report submitted within the prescribe period	5	5	5	5.0	SAOB F101 (July - December, 2021). FAR 2 & 2A for the 2nd Quarter	
	MFO 12. Administrative & Support Services Management										
	PI 1. Efficient & Friendly front - line service	Elvira L. Sabulao; Gaylieza F. Delos Santos Analisa Ladrera	Zero complaint from clients served	100%	Zero complaint from client's served	5	5	5	5.0		
	MFO 13. Disbursement Vouchers Preparation										
	PI 1. 100% Valid DV's certified and forwarded for payment	Melona E. Dalino; Cristy Vivero; Biancamae Gomez	95% certification as to the completeness of attached documents, validity of transactions and availability of funds to DV for payment to all suppliers, personnel and for other services	100%	100% Certified various DVs as to its completeness, validity, and fund availability	5	5	5	5.0		
	MFO 14. Pre-Audit Services										
	PI 1. 100% Documents received pre-audited	All Accounting Staff	95% Pre-audit all documents received as to its validity and legal aspects	100%	100% Pre-audited all documents received as to validity and legality	5	5	5	5.0		
	MFO 15. Monthly Financial Reports, Quarterly and Special Purpose Reports										
	PI 1. 100% Prepared & submitted the required monthly, quarterly and special purpose reports for submission to concerned offices.	All Accounting Staff	95% Preparation of monthly, quarterly, and special purpose reports for submission to concerned offices	98%	96% Prepared monthly, quarterly, and special purpose reports	5	5	5	5.0		
	MFO 16. Preparation of BIR Forms										
	PI 1. 100% BIR Forms prepared and submitted	Melona E. DalinoCristy Vivero; Rodilou Magos	95% preparation of BIR Forms 2306, 2307, and remittances	100%	100% Prepared BIR Forms 2306, 2307, and remittance forms and alphalist and submitted those required for submission	5	5	5	5.0		
	MFO 17. Liquidation Services										
	PI 1. 100% Liquidation Reports received by the office were reviewed	All Accounting Staff	95% Review and sign liquidation reports of cash advances	100%	100% Reviewed and signed liquidation reports of cash advances	5	5	5	5.0		
	MFO 18. Bank Reconciliation Statements										
	PI 1. 100% Bank Reconciliation Statements of all funds prepared and certified	Melona E. Dalino	95% Preparation of monthly Bank Reconciliation of all funds	100%	100% Prepared and certified Bank Reconciliation Statements for all funds	5	5	5	5.0		
	MFO 19. Collection Services										
	PI 1. Efficient and effective collection services	Collecting Officer	1,952 students 1,100,000.00	100% 100%	2167 students collected 14.2M deposited	5	5	5	5.0		
	PI 2. Efficient & customer-friendly frontline services	Collecting Officer	Zero percent complaints from dissatisfied clients	100%	No valid complaints from clients	5	5	5	5.0		
	MFO 20. Report of Preparation										
	PI 1. Processed and submitted 5 days after the prescribed schedule	Collecting Officer	90% submitted within the prescribed time frame	100%	Submitted to the accounting office	5	5	5	5.0		
	MFO 21. Student Services										
	PI 1. Percentage of student records update error free.	Collecting Officer	90% Post Payment of student records update error-free	100%	Recorded and updated Student Record Management System (SRMS)	5	5	5	5.0		



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PI 1. Submission of Project Procurement Management Plan (PPMP) by office/projects for consolidation according to charging of funds	Supply & Procurement Office	100%	85%	85% prepared and submitted Indicative and Updated APP last December 2019 and August 27, 2020	4.75	4.75	4.75	4.8	Indicative APP already submitted last December 2019 but Updated APP was only submitted on August 27, 2020.
<b>MFO 28. PhilGEPS Posting including Early Procurement of Goods and Services</b>									
PI 1. Submission of Purchase Request (PR) by office/projects for consolidation	Supply & Procurement Office	100%	100%	100% consolidated purchase request from different department and forwarded it to BAC Main Campus for bidding, assessment and recommendation	4.75	4.75	4.75	4.8	Consolidated Purchase Request from different departments and forwarded it to BAC Main Campus for bidding. <b>Philgeps posting made by main campus.</b>
<b>MFO 29. VSU - Tolosa Dormitory</b>									
PI 1. Information dissemination	Dorm Manager & Male & Female Adviser	100%	100%	100% compliance information related to the dormitory has been disseminated to the concerned individuals	5	5	5	5.0	Memos, minutes & other information have been posted and disseminated
PI 2. Application of Dorm Residency (Faculty & Staff)	Dorm Manager	100%	100%	100% of the application have been screened	5	5	5	5.0	Application form are kept for filing
PI 3. Orientation of Dorm Residency (Faculty & Staff)	Dorm Manager	100%	100%	100% of the dorm residents have been oriented	5	5	5	5.0	Dorm residents were oriented upon approval of their application
PI 4. Admission	Dorm Manager	100%	100%	100% of the dorm applicants have been admitted to the dorm	5	5	5	5.0	Dorm applicants satisfied requirement to be admitted in dormitory
<b>MFO 30. Administrative Policies and Programs</b>									
PI 1. Number of infrastructure development project formulated, reviewed, approved, and implemented	ODAF; Planning	4	75%	75% of the infrastructure development project have been implemented	4.75	4.75	4.75	4.8	
PI 2. Number of academic, research, and administrative facilities and equipment purchase proposals or requests reviewed and approved	ODAF; Planning	3	100%	100% of the purchase proposals have been approved	5	5	5	5.0	
PI 3. Number of repair & maintenance projects reviewed and approved	ODAF; Planning	6	100%	100% of the repair & maintenance projects have been reviewed and approved	5	5	5	5.0	
<b>MFO 31. Physical Facilities Development and Maintenance</b>									
PI 1. Efficient and timely response to any requests for services on repair and maintenance on physical facilities	Quenstein D. Lauzon, Elvira L. Sabulao, Lellus Catalino V. Apostol	90%	95%	95% effectively and efficiently responded to all request for services	4.5	4.5	4.5	4.5	
PI 2. Effective implementation of new and existing infrastructure project in accordance with approved time frame and standards	Quenstein D. Lauzon, Elvira L. Sabulao, Lellus Catalino V. Apostol	90%	90%	90% project completed on approved budget	4.75	4.75	4.75	4.8	
PI 3. Effective fleet repair and preventive maintenance operations	Quenstein D. Lauzon, Elvira L. Sabulao, Lellus Catalino V. Apostol	95%	95%	95% operational and good running condition for service fleet	4.8	4.8	4.8	4.8	
PI 4. Effective repair and maintenance of electrical facilities and equipment	Quenstein D. Lauzon, Elvira L. Sabulao, Lellus Catalino V. Apostol	98%	100%	100% maintained and functional electrical facilities and equipment	4.8	4.8	4.8	4.8	
PI 5. Effective and preventive maintenance operations on plumbing and sewerage systems	Quenstein D. Lauzon, Elvira L. Sabulao, Lellus Catalino V. Apostol	100%	98%	Regular monitoring and maintenance	4.8	4.8	4.8	4.8	
PI 6. Efficient and regular collection and proper disposal of garbage	Elvira L. Sabulao, Danilo Lerios	100%	100%	Regular collection of garbage	4.8	4.8	4.8	4.8	
Total Over-all Rating					2410.05				
Average Rating					4.93				
Adjectival Rating									

Received by:   
 Dilberto O. Penararen, Jr.  
 Planning Office  
 Date: 3 Feb 2021

Calibrated by:   
 Daniel Leslie S. Tan  
 Chairman, PMT  
 Date: 1/27/21

Recommending Approval:   
 Beatriz S. Belonias  
 Vice Pres. for Instruction  
 Date: 1/25/21

Approved:   
 Edgardo E. Tulin  
 President  
 Date: 1/17/21

- \* 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