


Visayas State University
OFFICE OF THE PRESIDENT
Visca, Baybay City, Leyte



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)
CULTURE AND THE ARTS CENTER

I, JUDE NONIE A. SALES, head of Culture and the Arts Center, commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 2022.


JUDE NONIE A. SALES
Head, Culture and the Arts Center
Date: 12-23-22



EDGARDO E. TULIN
President
Date: DEC 23 2022

MFO No.	MFO Description	Success Indicator (SI)	Persons Responsible	Task Assigned	Target		Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
UMFO 6 General Administration and Support Services											
CAC MFO 1. Administrative Support Services											
	PI 1: Preparation of official communications/documents	JNSales	Number of documents prepared, processed and followed-up	20	25	5	5	5	5.00	All documents processed	
	PI 2: Efficient and customer friendly assistance	JNSales	Zero percent complaints from clients served	0	0	5	5	5	5.00	Zero complaints	

	PI 3. Facilitate culture and the arts activities	JNSales	Organized or coordinated VSU culture and the arts	5	7	5	5	5	5.00	Facilitated culture and the arts activities and events
CAC MFO 2. Accurate and Timely Planning Coordination and Production (All Sections)										
	PI 1: Plan of University culture and the arts events and performances	JNSales & CAC members	Planned and set targets of culture and the arts activities to be organized or coordinated	5	7	5	5	5	5.00	All CAC plan of events and activities and documented
		JNSales & Niffa Calleja	Proper filing of documents and archiving of documentation	10	12	5	4	4	4.33	Files properly organized and photos archived in the CAC Office
	PI 2. Organize or coordinate culture and the arts events and activities	JNSales	Events and activities organized	5	7	5	5	5	5.00	All activities and events organized
		JNSales & CAC members	Events and activities coordinated	3	7	5	5	5	5.00	All activities and events coordinated
	PI 3: Training and rehearsals for both students, staff and faculty of the university	JNSales & CAC members	Conduct trainings and rehearsals for both student, faculty and staff of the university	3	4	5	5	5	5.00	All rehearsals and trainings completed
	PI 4: Production of dance, music and theater performances	JNSales and CAC members	Number of performing arts activities organized or coordinated	3	4	5	5	5	5.00	All performances executed

	PI 5: Design and production of art exhibits and displays	JNSales & CAC members	Number of visual arts and literary arts activities organized or	2	3	5	5	5	5.00	All exhibits and displays executed
CAC MFO 3. Innovation and Best Practices Management										
	PI 1: Established networking with the public and private sectors to organize workshops on culture and the arts and design	JNSales	Requests and invitation for CAC to conduct seminar workshops within the year	3	4	5	5	5	5.00	All requests confirmed
	PI 2: Established partnership with different VSU offices and departments on their socio-cultural activities	JNSales & CAC members	3	3	4	5	5	5	5.00	All activities accomplished
	PI 3: Procurement and installation of equipment to improve office connectivity	JNSales	3	3	4	5	4	4	4.33	All equipment and connections installed
	PI 4: Fasttracked procurement of request of lacking office equipment and supplies to improve office efficiency	JNSales & Niffa Calleja	Conduct inventory of office equipment and	2	2	5	5	5	5.00	Made new PPMP and procurement request for the year based on existing office equipment and supplies
Total Over-all Rating									68.66	
Average Rating									4.90	
Adjectival Rating									Outstanding	

Rated by: 
TONI MARC L. DARGANTES
 Planning Office
 Date: 12/23/2022

Calibrated by: 
DANIEL LESLIE S. TAN
 Chairman, PMT
 Date: JAN 04 2023

Approved: 
EDGARDO E. TULIN
 President
 Date: 1/5/2023