



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

I, ANGELICA P. BALDOS, Head of the OFFICE OF THE HEAD OF THE CONTINUING PROFESSIONAL DEVELOPMENT AND EDUCATION, 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 2021.

*Angelica P. Baldos*  
**ANGELICA P. BALDOS**

Head

Date: Dec. 22, 2021

*Angelica P. Baldos*  
**ANGELICA P. BALDOS**

Director, Center for Continuing Education

Date: Dec. 22, 2021



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

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)		RDE Commitments***		
			Research	Publication	Extension		
Director (CCE), Head (URS), Head (CPDE)	1	18.00	18.00	0.00	1.00	0.00	
Admin Staff Members, CPDE	1	NA	NA	NA	NA	NA	
<b>TOTAL:</b>	<b>2</b>	<b>18.00</b>	<b>18.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	

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

**Note:**

\* On vacation-sick-leave status. Ratio of Instruction and RDE commitments should be 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))

				Actual Accomplishments		Rating				
MFOs/PAPs	Performance Indicator (PI)	Units/Persons Responsible	Consolidated Targets of all departments *	% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	Remark (Details of the targetted output indicators with **)
UNIV MFO1: GENERAL ADMINISTRATION & SUPPORT SERVICES										
OVPPRGEA MFO 1. Administrative and Support Services Management	PI 1. Efficient & customer-friendly frontline service									
	PI 1.1 Percentage of complaints from clients served	Unit Head, Staff	100%	100%	zero - percent complaint	5.0	5.0	4.0	4.67	
	Percentage of faculty and staff who attended CPD trainings and assisted with PRC license renewal	Unit Head, Staff	100%	100%	100% All participants assisted	5.0	5.0	4.0	4.67	



	<b>PI 2. Effectively acted Administrative/financial documents</b>									
	PI 2.1 Number of official documents timely and effectively acted upon	Unit Head, Staff	15	740% (111/15)		5.0	5.0	5.0	5.0	Communications/requests, planning Documents (SWOT, ROAM, OTP, WFP, PPMP, OPCR, IPCR, other documents like manuals), applications, personnel documents (DTR, renewal contracts, etc), all documents related to function of and acted upon by units
	PI 2.3 Number of administrative & management meetings conducted	Unit Head, Staff	12	91.6% (6/12)		5.0	5.0	4.0	4.67	Meetings with staff, with other units who have business with CPDE.
	<b>Average Rating</b>									
OVPPRGEA MFO 2. Planning, Management, and Monitoring Services	<b>PI 2. Efficient Planning and Monitoring Services</b>									
	PI 2.1 Number of programs/ <u>activities</u> /projects (PAPs) planned	Unit Head, Staff								
	<i>Number of programs designed to improve performance of graduates in licensure examination</i>	Unit Head, Staff	1	NA		NA	NA	NA	NA	Accomplished in Jan-Jun period
	<i>Number of programs developed to enhance faculty and staff capability</i>		1	200% (2/1)		5.0	5.0	5.0	5.0	CPD for Professional Teachers; CPD for Foresters
	<b>VSU as accredited by PRC local CPD provider for professional teachers</b>		<b>Actual output</b>	NA		NA	NA	NA	NA	Accomplished in Jan-Jun period
	<i>Number of programs with PRC accreditation for CPD units</i>		1	200% (2/1)		5.0	5.0	5.0	5.0	CPD for Professional Teachers; CPD for Foresters
	PI 2. 2 Number of programs/ <u>activities</u> /projects (PAPs) implemented	Unit Head, Staff								
	<i>Number of faculty and staff trained in - house for CPD units</i>		15	506% (76/15)		5.0	5.0	5.0	5.0	CPD for Professional Teachers
	PI 2.3 Number of programs/ <u>activities</u> /projects (PAPs) monitored	Unit Head, Staff								



	Database on competency and skills – based trainings conducted		1	200% (2/1)		5.0	5.0	5.0	5.0	CPD for Professional Teachers; CPD for Foresters
	Database of experts as resource persons		1	200% (2/1)		5.0	5.0	5.0	5.0	CPD for Professional Teachers; CPD for Foresters
	Average Rating									
Total Over-all Rating						44.00				
Average Rating						4.89				
Adjectival Rating						Outstanding				

Received by:

DILBERTO O. FERRAREN

Planning Office

Date: 07 Jan 2022

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Date: 1/5/22

Recommending Approval:

DILBERTO O. FERRAREN

Vice Pres. for Planning, Res. Generation and Aux. Services

Date: 23 Dec. 2021

Approved:

EDGARDO E. TULIN

President

Date: 1/6/22

- \* The College target should be equal to the consolidated target of the departments under the College.
- \*\* To indicate in the remarks column the details of the targetted outputs for easy review and calibration.
- \*\*\* No percentage weight for ranking purposes since the Office of the Dean is automatically attached to the highest ranking department under him.