



**VISAYAS**  
STATE UNIVERSITY

Continuing Professional Development and Education

**OVPPRGAS**  
**VISAYAS STATE UNIVERSITY**

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

I, ANGELICA P. BALDOS, Head of the Office of the Head of 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 January - June 2021.

ANGELICA P. BALDOS

Head

Date: \_\_\_\_\_

DILBERTO O. FERRAREN

Vice President for Planning, Resource Generation and Auxiliary Services

Date: \_\_\_\_\_



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

PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE):			Total FTE (1x2)	RDE Commitments***		
Personnel	Number (1)	Min. FTE (2)		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
TOTAL:	2	18.00	18.00	0.00	1.00	0.00

**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))

MFOs/PAPs	Performance Indicator (PI)	Units/Persons Responsible	Consolidated Targets of all departments*	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	
UNIV MFO1: GENERAL ADMINISTRATION & SUPPORT SERVICES										
OVPPRGEA MFO 1. Administrative and Support	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	5.0	5.0	No CPD trainings for this period. No support staff until May 2021.

Services Management	Percentage of faculty and staff who attended CPD trainings and assisted with PRC license renewal	Unit Head, Staff	100%	NA		NA	NA	NA	NA	No CPD trainings for this period. No support staff until May 2021.
	<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	153% (23/15)		5.0	4.0	5.0	4.67	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. No support staff until May 2021.
	PI 2.2 Number of quality procedure prepared/revised	Unit Head, Staff	Actual output	NA		NA	NA	NA	NA	No support staff until May 2021.
	PI 2.3 Number of administrative & management meetings conducted	Unit Head, Staff	6	17% (1/6)		4.0	4.0	5.0	4.33	Meetings with staff, with other units who have business with CPDE. No support staff until May 2021.
	<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	Director, Unit Heads, Staff								
	Number of programs developed to enhance faculty and staff capability		1	100% (1/1)		5	5	5	5.0	Three - Year Annual Plan for Professional Teachers. No support staff until May 2021.
	<b>VSU as accredited by PRC local CPD provider for professional teachers</b>		Actual output	100%	PTR - 2021 - 301	5	5	5	5.0	VSU accredited by PRC as local CPD provider for professional teachers
	Number of programs with PRC accreditation for CPD units		1	NA		NA	NA	NA	NA	No CPD trainings for this period. No support staff until May 2021.
	PI 2. 2 Number of programs/ <u>activities</u> /projects (PAPs) implemented	Unit Head, Staff								
	Number of faculty and staff trained in - house for CPD units		15	NA		NA	NA	NA	NA	No CPD trainings for this period. No support staff until May 2021.



	PI 2.3 Number of programs/ <u>activities</u> /projects (PAPs) monitored	Unit Head, Staff								
	<i>Database on competency and skills – based trainings conducted</i>		1	NA		NA	NA	NA	NA	No CPD trainings for this period. No support staff until May 2021.
	<i>Database of experts as resource persons</i>		1	NA		NA	NA	NA	NA	No CPD trainings for this period. No support staff until May 2021.
	<b>Average Rating</b>									
OVPPRGEA MFO 5. Other Functions	PI 2. Number of professional development training/workshop coordinated	Unit Head, Staff	1	100% (1/1)		5.0	5.0	4.0	4.67	As Visayas Cluster Coordinator and Region 8 Subcluster coordinator for SUC - ACAP, Inc
	<b>Average Rating</b>									
Total Over-all Rating						28.67				
Average Rating						4.78				
Adjectival Rating						Outstanding				

Received by:

  
**DANIEL LESLIE S. TAN**

Planning Office

Date: JUL 22 2021

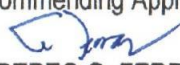
Calibrated by:

  
**REMBERTO A. PATINDOL**

Chairman, PMT

Date: 7/14/21

Recommending Approval:

  
**DILBERTO O. FERRAREN**

ice Pres. for Planning, Res. Generation and Aux. Service

Date: \_\_\_\_\_

Approved:

  
**EDGARDO E. TULIN**

President

Date: \_\_\_\_\_

- \* 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.