

DP# 33

OFFICE OF THE CHANCELLOR

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Vice-President for Academic Affails

Date: My my my

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, LUZVIMINDA A.TAJOS, Chancellor of the Visayas State University-Isabel, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>July to December, 2021.</u>

UZVIMINDA A. TAJOS

Head

Date:

24 Jap 2002

INFORMATION ON PE	RSONNEL FULL-TIME TEACHING EQUIVALEN	NT (FTE):		Total FTE (1x2)	RD	E Commitments	***
INFORMATION	Personnel	Number (1)	Min. FTE (2)		Research	Publication	Extension
	Chancellor	1	2.5	2.5			
	Directors Deans	3 2	2.5 2.5	7.5 5.0			
	Department Heads Faculty w/ Univ. Designated Position Regular Faculty (VSL)*	6	4.00 12.00	16.0 72.0			
	Regular Faculty (TLS)** Part time Faculty	29 12	18.00 Actual	522.0 402.5			
	Administrative Staff (Regular & Casual) Administrative Staff (J.O)	19 27	-				
TOTAL:	Administrative Staff (Field Workers)	15	-	1027.50			

Rating Equivalents: 5 - Outstanding

4 - Very Satisfactory
3 - Satisfactory

2 - Fair 1 - Poor

Note:

** 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)

					Ac	tual		Rat	ing			
IFO No.		Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	% Accom- plishment	Details of Accom- plishments	Quality	Efficiency	Timelines	Average	Remark (Details of the targetted output indicators with **)	% weight
01	ADVAN	CED EDUCATION SERVICES (20%)										
0.	OVPI M	FO 1. Graduate Degree Program Management Services										
	1	PI 1. Percentage of graduate school faculty engaged in research work applied in any of the following:	Dept. Head & Faculty						4.		* * * * * * * * * * * * * * * * * * *	4%
		a. pursuing advanced research degree program (Ph.D) *										4.

^{*} On vacation-sick-leave status. Ratio of Instruction and RDE commitments should be determined based on FTE of 18 units

		h	actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)									
			producing technologies for commercialization or livelihood improvement									
			whose research resulted in an extension program									
	OVPI MF		Graduate Student Management Services								\top	
	PI 1: Perodegree p		age of graduate students enrolled in research arms *	Dept. Head & Faculty								2%
	PI 2: Per	cent	age of accredited graduate programs*	Dept. Head & Faculty							Г	2%
	monitore	d *	r of graduate degree specializations offered and	Dept. Head & Faculty								2%
			TE coordinated, implemented & monitored*	Faculty								2%
			tage increase in number of graduate students	Faculty								2%
			tage increase in number of students who	Faculty								2%
	honors/di		r of graduate students awarded with	Dept. Head & Faculty								2%
			r of graduate students advised *	 Faculty						-	+	2%
			of instructional materials developed *	Faculty			 			-	+	270
			dy courseware	racuity			1			-	-	-
			tructional materials			-				-	+	
	Assess		State of State and Control of the State of t				1			-	+	
	PI 10: Nu	mbe	er of virtual classrooms created and								-	
MFO 2			ICATION SERVICES (50%)							-	+	
			Program Management Services								-	
	PI 1. Percel exams *	ntage	of first time licensure exam takers that pass the licensure	Chancellor, ODAA, Deans,Dept Heads & Faculty	61%	-	None among the graduates took the licensure examination due to the pandemic	-	-	-		7.5%
	Pl 2. Percei	ntage	of graduates (2 years prior) that are employed *	Chancellor, ODAA, Deans,Dept Heads & Faculty	82%	68%	Some students did not respond to the survey questionaire	4	4	4	4	2.5%

All enrollees are enrolled in Chancellor. PI 3. Percentage of undergraduate student population enrolled in CHED-ODAA, CHED-5 5 75% 100% identified and RDC-identified priority programs * 2.5% Deans, Dept identified Heads & Faculty priority programs Chancellor, All programs PI 4. Number of undergraduate curricular programs compliant to ODAA, 5 5 5 offered are CMO, approved and offered * Deans, Dept (100%)CMO compliant Heads & Faculty A number of irregular Chancellor, students of the ODAA. 52 old curriculum PI 5. Number of graduates within prescribed period * 4 Deans, Dept (-3.70)graduated with Heads & Faculty one semester or more extension All programs Chancellor, are AACCUP ODAA, accredited PI 6. Percentage of undergraduate programs with accreditations * 5 75% 100% 5 5 5 2.5% Deans, Dept except for Heads & Faculty BPED which is a new offering Chancellor, Actual Full ODAA, 5 5 5 PI7: Total FTE, coordinated, implemented and monitored * 1,027.5 1860.30 20% Deans, Dept Equivalent Heads & Faculty PI 8: Number of students advised: * Chancellor, ODAA, Deans, Dept Heads & Faculty On thesis/ field practice/special problem 85 5 5 5 176 5 1% No. of approved manuscript/portfolio submitted within prescribed period 5 80 183 5 5 5 1% On consultation 5 5 5 5 670 994 0.5% PI 9: Number of student organizations advised/ assisted * Chancellor, ODAA. Deans, OSA, Dept Heads & Faculty Student organizations advised 7 5 4 4 1.25%

	Student organizations assisted on student related activities			7	5	4	4	4	14	1.25
	PI 10: Number of instructional materials developed *		Chancellor, DDAA, Deans,Dept Heads & Faculty							10
	On-line ready courseware		Chancellor, DDAA, Deans,Dept Heads & Faculty	60	167	5	5	5	5	
	Flexible instructional materials		Chancellor, DDAA, Deans,Dept Heads & Faculty	90	213	75)	5	5	5	
	Assessment tools	C	Chancellor, DDAA, Deans,Dept Heads & Faculty	165	606	5	5	5	5	
	PI 10: Number of virtual classrooms created and operationalized	O	Chancellor, DDAA, Deans,Dept Deads & Faculty	90	218	5	5	5	5	
MFO 3	RESEARCH SERVICES (10%)									 T
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	O	chancellor, DDREIC, Jeans,Dept Jeads & Faculty	1	3	5	5	5	5	29
	PI 2. Number of research outputs completed within the year *	O	hancellor, DREIC, eans,Dept. eads & Faculty	6	7	5	15	5	5	2%
	PI 3. Percent of research proposals approved *	O De	hancellor, DREIC, eans,Dept eads & Faculty	50%	60%	5	5	5	5	0.
	PI 4. Number of research output presented in regional/national/Int'l. fora/conferences									0.
i.	In internation fora/conferences		ept. Heads & aculty	2	2	5	5	5	5	

-:									
	In national/ regional fora/conferences	Dept. Heads & Faculty	2	2	5	5	5	5	
	PI 5. Percent of research proposals approved *								
	In refereed international journals In refereed national/regional journals	Dept. Heads & Faculty	30%	100%	5	5	5	5	
	PI 6. Addional Outputs	Dept. Heads & Faculty							
	Number of research-related awards (research conducted by faculty or student with faculty)	Dept. Heads & Faculty	1	4	5	5	5	5	
	PI 7.1. Number of meetings conducted with								I
	RDE Personnel		2	3	5	55	55	55	1
	Stakeholders		1	2	5	5	5	5	1
	PI 7.2. Number of RDE personnel and faculty sent for seminars and trainings related to research		4	25	5	5	5	5	
	PI 7.3. Number of research proposal approved by the institutional review committee		3	4	5	5	5	5	 1
MFO 4	EXTENSION SERVICES (10%)								
	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities *	Chancellor, ODREIC, Deans,Dept Heads & Faculty	1	2	5	5	5	5	
	PI 2. Number of trainees weighted by the length of training *	Chancellor, ODREIC, Deans,Dept Heads & Faculty	100	37.5	4	4	4	4	
	PI 3. Number of extension programs organized and supported consistent with the SUC's mandated and priority programs *	Chancellor, ODREIC,			_	_	1	_	T
		Deans,Dept Heads & Faculty	2	3	5	5	5	5	
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance*	Chancellor, ODREIC, Deans,Dept Heads & Faculty	60%	100%	5	5	5	5	
= 7	PI 5. Number of technical/expert services *	Chancellor, ODREIC, Deans,Dept Heads & Faculty							
	Research Mentoring		1	7	5	5	5	5	
	Peer reviewers/Panelists		1	7	5	5	51515	5	T
	Resource Persons		2	2	5	1,5	K	5	+
	Convenor/Organizer		1	1	5	5	5	5	 +

						1					
	Consultancy		1	1	_	5	5	5	5		
	Evaluator		1	2		5	5	5	5		
	PI 8. Percent of extension proposals approved *	Chancellor, ODREIC, Deans,Dept Heads & Faculty	50%	60%		5	72	15)	25		0.5%
	PI 9. Additional Outputs*	Dept. Head & Faculty									
	Percent of extension proposals submitted		50%	60%		5	5	5	5		
MFO 5	SUPPORT TO OPERATIONS										
OVPI MF	O 1. Faculty Development Services										
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	Chancellor, ODAF, Deans,HRMO	1	2		5	55	5	15)		0.625%
	PI 2: Number of faculty who finished advanced degree program on time *	Chancellor, ODAF, Deans,HRMO	1	2		5	5	5	5		
	PI 3: Number of faculty sent to trainings and seminars/webinars *	Chancellor, ODAF, Deans,HRMO	10	50	×	5	5	5	5		
	PI 4: Number of contracts of scholarship/fellowship grant of faculty pursuing MS and Doctoral degree Prepared, facilitated and reviewed *	Chancellor, ODAF, Deans,HRMO	2	4		5	5	5	5		
OVPI MF	O 2. Faculty Recruitment/Hiring Services										
	PI 2: Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Chancellor, CPC, ODAF, Deans,HRMO,D ept.Heads	5	13		5	5	5	5		0.125%
OVPI MF	O 3. Faculty Evaluation Services									y	
	PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *	Chancellor, ODAA, Deans,Dept Heads & Faculty	2	4		5	5	5	5		0.25%

PI 5: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *		Chancellor, ODAA, Deans,Dept Heads & Faculty	75%	100%		5	5	5	5	,	0.75%
P16 : Number of in-house seminars/trainings/ workshops/reviews conducted *		ODAA, Deans,Dept	1	2		5	5	5	5		0.25%
PI7: Additional outputs *		ODAA, Deans,Dept	-								
Number of faculty/staff awards/honors received related to operations support			3	4		5	5	5	5		0.25%
Program and Institutional Accreditation Services											
PI 1: Number of degree programs which passed accreditation/evaluation at least level 1		Dean, OI, Dept Heads	7	7.		5	5	5	5		
PI 2: Degree program compliant with CHED requirements		Dean, OI, Dept	7	7		5	5	5	5		
5. Admission and Registration Services		Ticaus									
PI 1: Number of students enrolled and validated within scheduled regular registration period - assess students accounts per semester			850	1,381		5	5	5	5		
PI 2: Number of students statement of accounts and billing computed and sent to CHED			850	1,381		5	5	5	5		
PI 3: Posted students payments to the students ledger cards			100	670		5	5	5	5		
6. Student Management Services				-			Q.				
PI 1: Number of students awarded with scholarships and grants		Dean, OI,OSA	150	247		5	5	5	5		
PI 2: Number of graduating senior students taking the entrance examination		Dean, OI,OSA	400	580		5	5	5	5		
PI 3: Number of student's seminars, forums, orientations, jobfair, job seeking conferences, conventions conducted/coordinated as celendared		Dean, OI,OSA	2	2		5	5	5	5		
PI 4: Number of student leaders evaluated and recommended for attendance to seminars, trainings, conferences or conventions outside of VSU.		Dean, OI,OSA	2	2		5	5	5	5		
֡֡֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜֜	PI6: Number of in-house seminars/trainings/ workshops/reviews conducted * Number of in-house seminars/trainings/ workshops/reviews conducted * Number of faculty/staff awards/honors received related to operations support O4. Program and Institutional Accreditation Services PI 1: Number of degree programs which passed accreditation/evaluation at least level 1 PI 2: Degree program compliant with CHED requirements O5. Admission and Registration Services PI 1: Number of students enrolled and validated within scheduled regular registration period - assess students accounts per semester PI 2: Number of -students statement of accounts and billing computed and sent to CHED PI 3: Posted students payments to the students ledger cards O6. Student Management Services PI 1: Number of students awarded with scholarships and grants PI 2: Number of graduating senior students taking the entrance examination PI 3: Number of student's seminars, forums, orientations, jobfair, job seeking conferences, conventions conducted/coordinated as celendared PI 4: Number of student leaders evaluated and recommended for attendance to seminars, trainings, conferences or conventions outside of	PI6: Number of in-house seminars/trainings/ workshops/reviews conducted * Number of in-house seminars/trainings/ workshops/reviews conducted * PI7: Additional outputs * Number of faculty/staff awards/honors received related to operations support 4. Program and Institutional Accreditation Services PI1: Number of degree programs which passed accreditation/evaluation at least level 1 PI 2: Degree program compliant with CHED requirements 5. Admission and Registration Services PI1: Number of students enrolled and validated within scheduled regular registration period - assess students accounts per semester PI 2: Number of students statement of accounts and billing computed and sent to CHED PI 3: Posted students payments to the students ledger cards 6. Student Management Services PI 1: Number of students awarded with scholarships and grants PI 2: Number of graduating senior students taking the entrance examination PI 3: Number of student's seminars, forums, orientations, jobfair, job seeking conferences, conventions conducted/coordinated as celendared PI 4: Number of student leaders evaluated and recommended for attendance to seminars, trainings, conferences or conventions outside of	rating in 50% of the subjects evaluated * Chancellor, ODAA, Deans, Dept Heads & Faculty PI6: Number of in-house seminars/trainings/ workshops/reviews conducted * Chancellor, ODAA, Deans, Dept Heads & Faculty PI7: Additional outputs * Chancellor, ODAA, Deans, Dept Heads & Faculty PI7: Additional outputs * Number of faculty/staff awards/honors received related to operations support A. 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Student Management Services P11: Number of students saved with scholarships and grants Dean, OI,OSA 150 247 5 5 P12: Number of students awarded with scholarships and grants Dean, OI,OSA 2 2 5 5 P13: Number of students seminars, forums, orientations, jobfar, job seeking conferences, conventions conducted/coordinated as edendared Dean, OI,OSA 2 2 5 5 P14: Number of students seminars, forums, orientations, jobfar, job seeking conferences, conventions conducted/coordinated as edendared Dean, OI,OSA 2 2 5 5 Dean, OI,OSA 2 2 5 5 Dean, OI,OSA 2 2 2 5 5 Dean	The property of the subjects evaluated * Chancellor, CDAA, Dears, Dept Heads & Faculty P16: Number of in-house seminars/trainings/ workshops/reviews conducted Chancellor, ODAA, Dears, Dept Heads & Faculty P17: Additional outputs * Chancellor, ODAA, Dears, Dept Heads & Faculty Number of faculty/staff awards/honors received related to operations support Number of faculty/staff awards/honors received related to operations support Number of degree programs which passed accreditation/sevaluation at least level 1 P11: Number of degree programs which passed accreditation/sevaluation at least level 1 P12: Degree program compliant with CHED requirements Dean, OI, Dept Heads P11: Number of students enrolled and validated within scheduled regular registration perior	Chancellor, ODAA, Deens Dept Heads & Faculty PIE: Number of in-house seminars/trainings/ workshops/reviews conducted Chancellor, ODAA, Deens, Dept Heads & Faculty PIT: Additional outputs * Chancellor, ODAA, Deens, Dept Heads & Faculty PIT: Additional outputs * Chancellor, ODAA, Deens, Dept Heads & Faculty Number of faculty/staff awards/honors received related to operations support Number of faculty/staff awards/honors received related to operations support PIT: Number of degree programs which passed accreditations/evaluation at least level 1 PIT: Number of degree programs which passed accreditations/evaluation at least level 1 PIT: Number of degree programs which passed accreditations/evaluation at least level 1 PIT: Number of subdens and Registration Services PIT: Number of subdens encoded and validated within scheduled regular registration period - assess subdents accounts per semester PIT: Number of students encoded and validated within scheduled regular registration period - assess subdents accounts per semester PIT: Number of students extended and validated within scheduled regular registration period - assess students accounts per semester PIT: Number of students statement of accounts and billing computed and sent to CHED PIT: Stumber of students statement to accounts and billing computed and sent to CHED PIT: Number of students awarded with scholarships and grants Dean, OLOSA Dean, OLOSA PIT: Number of students awarded with scholarships and grants Dean, OLOSA Dean, OLOSA PIT: Number of students awarded with accounted for pulse entrance examination Dean, OLOSA PIT: Number of students awarded with accounted for pulse entrance of pulse entrances, conventions conducted coordinated or Dean, OLOSA PIT: Number of students awarded with accounted for Dean, OLOSA PIT: Number of students awarded with accounted for Dean, OLOSA PIT: Number of students awarded with accounted for Dean, OLOSA PIT: Number of students awarded with accounted for Dean, OLOSA PIT: Number of students awarded wit	Character, ODAA, Dears, Dept Heads & Faculty Pit: Number of in-house seminars/trainings/ workshops/reviews conducted Character, ODAA, Dears, Dept Heads & Faculty Pit: Additional outputs* Character, ODAA, Dears, Dept Heads & Faculty Pit: Number of faculty/staff awards/honors received related to operations support Number of faculty/staff awards/honors received related to operations support 1

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PI 5: Number of students provided with Report of Grades for their scholarships/grants/assistantships	Dean, OI,OSA	60	247		5	15)	15	15)		
PI 6: Number of Transcript of Records prepared/issued/checked and signed	College Registrar	100	150		5	5	5	5		
PI7: Number of students awarded with honors/distinction	Dean, OI,OSA & Registrar	100	141		5	5	5	5		
PI 8: Number of students' records posted with grades every end of the semester	Registrar	1,000	1,381		15)	5	5	5		
PI 9: Number of students and alumni requesting for GPA computation served	Registrar	40	150		5	15)	5	5		
PI 10: Number of students granted approval to request offering of unscheduled subjects	Registrar	15	25		5	15	5	5		
PI 11: Percentage of regular students who availed of guidance services	oss	50%	75%		5	5	5	5		
PI 12: Percentage of students counseled	oss	50%	75%		5	5	5	5		
PI 13: Number of student clearances signed	Dean, OSA, Dept Heads, College Registrar, Acctg., Cashier	50	180		5	5	5	5		
PI 14: Number of students availing of cottage services	OSA, MCLTarroza	10	-	No students were allowed to stay in the cottages due to the pandemic	-	1	,	-		
PI 15: Number of students, faculty, staff and researchers who availed	College Librarian	-	-	_	1	-	_	-		
General Admin. & Support Services (GASS)										
PI 1: Number of offices handled, number of offices supervised, monitored and coordinated and number of personnel directly supervised.	AFSO	10	16		5	75	5	5		
PI 2: Number of meetings conducted/ presided/attended either by units or all AFSO and general meetings	AFSO	8	12		15	15	5	5		
PI 3: Number of contracts of services and MOU issued/facilitated to temporary cultivators and other individuals, personnel and contractors	AFSO	2	7		5	5	5	5		
PI 4: Number of major Activities/Programs planned, coordinated and facilitated	Dean, AFSO, OI, FMO and Departments	2	4		5	5	5	5		
certified and managed.	Dean, AFSO	322	1000		5	5	5	5		
earlier than the prescribed period	D.C. Eli and FD C. Ramos	10	12		5	5	5	5		
PI 10: %age of OPCR/IPCR received, reviewed and recorded w/in the period	Dean,OI and AFSO	75%	100%		5	5	5	5		
	PI 6: Number of Transcript of Records prepared/issued/checked and signed PI 7: Number of students awarded with honors/distinction PI 8: Number of students' records posted with grades every end of the semester PI 9: Number of students and alumni requesting for GPA computation served PI 10: Number of students granted approval to request offering of unscheduled subjects PI 11: Percentage of regular students who availed of guidance services PI 12: Percentage of students counseled PI 13: Number of student clearances signed PI 15: Number of students availing of cottage services PI 15: Number of students, faculty, staff and researchers who availed Library facilities, resources and services General Admin. & Support Services (GASS) PI 1: Number of offices handled, number of offices supervised, monitored and coordinated and number of personnel directly supervised. PI 2: Number of meetings conducted/ presided/attended either by units or all AFSO and general meetings PI 3: Number of contracts of services and MOU issued/facilitated to temporary cultivators and other individuals, personnel and contractors PI 4: Number of major Activities/Programs planned, coordinated and facilitated PI 5: Number of transactions complied in the GSIS AAO Certifications earlier than the prescribed period PI 10: %age of OPCR/IPCR received, reviewed and recorded w/in the	scholarships/grants/assistantships PI 6: Number of Transcript of Records prepared/issued/checked and signed PI 7: Number of students awarded with honors/distinction PI 8: Number of students records posted with grades every end of the semester PI 9: Number of students and alumni requesting for GPA computation served PI 9: Number of students and alumni requesting for GPA computation served PI 10: Number of students granted approval to request offering of unscheduled subjects PI 11: Percentage of regular students who availed of guidance services OSS PI 12: Percentage of students counseled OSS PI 13: Number of student clearances signed PI 13: Number of students availing of cottage services OSA, MCLTarroza PI 15: Number of students, faculty, staff and researchers who availed Library facilities, resources and services General Admin. & Support Services (GASS) PI 1: Number of offices handled, number of offices supervised, monitored and coordinated and number of personnel directly supervised. 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PI 9: Number of PCR/PIPCR received, reviewed and recorded w/in the Dean, AFSO Dean, AFSO Dean, AFSO Dean, AFSO Dean, ORA, Dept Heads, College Librarian College Librarian College Librarian College Librarian AFSO AFSO Dean, AFSO, OI, FMO and Departments Dean, ORA, Dept Heads, College Librarian AFSO Dean, AFSO, OI, FMO and Departments Dean, AFSO	scholarships/grants/assistantships Pi 6: Number of Transcript of Records prepared/issued/checked and signed College Registrar 100 Pi 7: Number of students awarded with honors/distinction Pi 8: Number of students records posted with grades every end of the semester Pi 9: Number of students and alumni requesting for GPA computation served Pi 10: Number of students granted approval to request offering of unscheduled subjects Pi 11: Percentage of regular students who availed of guidance services OSS 50% Pi 12: Percentage of students counseled OSS 50% Pi 13: Number of students availing of cottage services OSS 50% Pi 14: Number of students availing of cottage services OSA, MCLTarroza 10 Pi 15: Number of students, faculty, staff and researchers who availed Library facilities, resources and services General Admin. & Support Services (GASS) Pi 1: Number of offices handled, number of offices supervised, monitored and coordinated and number of personnel directly supervised. 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P12: Number of meetings conducted/ presided/attended either by units or all AFSO and general meetings P13: Number of montracts of services and MOU issued/facilitated to temporary cultivators and other individuals, personnel and contractors P14: Number of managed. P15: Number of divances and MOU issued/facilitated to temporary cultivators and other individuals, personnel and contractors P14: Number of managed. 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P1 6: Number of Departments Dean, AFSO, 01, PMO and Departments Dean, AFSO, 01, PMO and Departments Dean, AFSO, 01, PMO	p16: Number of Transcript of Records prepared/issued/checied and signed College Registrar 100 150 5 5 P17: Number of Students awarded with honors/distinction P18: Number of students awarded with honors/distinction P18: Number of students awarded with parages every and of the semester P19: Number of students awarded alumni requesting for GPA computation Registrar 1,000 1,381 5 5 P18: Number of students and alumni requesting for GPA computation Registrar 40 150 5 5 P119: Number of students granted approval to request offering of unscheduled subjects P119: Purporentage of regular students who availed of guidance services P119: Percentage of students counseled OSS 50% 75% 5 5 P113: Number of students availing of cottage services OSA, MCLTarroza Dean, OSA, Dept Heads, College Registrar, Acaty, Casher P114: Number of students availing of cottage services OSA, MCLTarroza OSA, MCLTarroza 10 No students were allowed to stay in the cottages due to the pendemic P115: Number of students availing of cottage services General Admin. & Support Services (GASS) P11: Number of fifties handled, number of fiftics supervised. 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Number of Transcript of Records prepared/issued/checiaed and signed College Registrar 100 150 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	policy Number of Transcript of Records preparedissuedicheciaed and signed College Registrar 100 150 5 5 5 5 P17: Number of Students awarded with honoruldistinction Page 100, CSA & 100 141 5 5 5 5 5 P18: Number of students frocords posted with grades every and of the semester P18: Number of students frocords posted with grades every and of the semester P18: Number of students and alumni requesting for CSPA computation Registrar 1,000 1,381 5 5 5 5 P18: Number of students and alumni requesting for CSPA computation Registrar 40 150 5 5 5 5 5 P19: Number of students granted approval to request offering of unchanded subjects P19: Number of students with availated of guidiance services OSS 50% 75% 5 5 5 5 P112: Percentage of regular students who availated of guidiance services OSS 50% 75% 5 5 5 5 P112: Percentage of students awarding of cottage services OSA, MCLTanoza P14: Number of students awarding of cottage services OSA, MCLTanoza OSA, MCLTanoza 10

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PI 10: Number of OPCR/IPCR prepared and submitted w/in the period	All AFSO Regular and	30	71	5	5	5	5	
PI 11: Number of Office memos, letters, certifications and endorsements drafted on Administrative /Instruction Matters	Dean, AFSO, O	10	35	5	5	5	5	
PI 13: Number of documents certified as to its authenticity and validity	Dean and Head AFSO	50	100	5	5	5	5	
PI 14: Percentage of office equipment maintained per week	All AFSO Regular and	75%	100%	5	5	5	5	
PI 15: Number of college committees chaired and coordinated	All AFSO Regular and	10	15	5	5	5	5	
PI 16: Number of frontline administrative services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	Dean, AFSO, O and Departments/Un ts	8	16	5	5	5	5	
PL 6: Number of college faculty and personnel oriented with new issuances policies and procedures issued by BIR, GSIS, CSC, DBM, DRRM, COA and VSU main.	Accounting, FMO, HRMO and AFSO	20	30	5	5	5	5	
MFO 2. Frontline Services								
PI 1. Efficient and customer-friendly frontline service	All Administrative and Finance Personnel	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
PI 2: Best practices/new initiatives implemented - NO NOON BREAK	All Administrative and Finance Personnel	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	
MFO 3. Human Resource Management and Development				\dashv				
PI 1. %age of faculty/staff recommended to attend seminars, trainings and workshops within 6 months.	Dean,HRMO, AFSO. OI and	50%	100%	5	5	5	5	
PI 2: Number of Seminars/workshops conducted/facilitated/attended by personnel	Dean,HRMO, AFSO, OI and	3	3	5	5	5	5	
PI 4: Number of Applicants Interviewed	NAPB, HRMO and AFSO	10	25	5	5	5	5	
PI 3: Number of activities conducted during the Philippine Civil Service Anniversary	Dean, AFSO and	1	2	5	5	5	5	
PI 5: Number of DTR Checked and Signed w/ supporting documents	Dean, HRMO, AFSO OI and	500	688	5	5	5	5	
PI 6: %age of compliance to CSC/DBM Rules and Policies on leave Administration, employees complensation and benefits	Dean, AFSO, HRMO, Acctg. And Cash	80%	100%				5	
MFO 4. Personnel Records Development & Management Services								
PI 1. %age of appointments & other personnel related documents processed and filed. Report of Appts. Issued (RAI) submitted to CSC on the 10th day of the following month	HRMO, AFSO and Records	80%	100%	5	5	5	5	

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PI 2: %age of faculty and staff IPCR/OPCR submitted, reviewed, submitted and filed	AFSO, HRMO and Records	80%	100%	5	5	5	5	
MFO 5. Leave Administration								
PI 1. Percentage of leave applications facilitated & computed; and leave cards updated	HRMO	100%	100%	5	5	5	5	
MFO 6. Records Management								
PI 1. Number of incoming/outgoing documents received, recorded, classified and filed	HRMO, Records and AFSO	450	1,553	5	5	5	5	
PI 2. Number documents reviewed as basis in making the Report of Absences, Tardiness, Undertimes, AWOL/AWOP & travels from July to December 2021	HRMO, Records and AFSO	25	50	5	5	5	5	
MFO 7. Finance Services and Management (Accounting, Budget, Supp	ly, Cash and Finance)							
PI 1: Percentage of actual utilization of budget inclusive of income to total operating budget	Dean, Budget Office, Accounting, Departments, GSO, Supply, FMO and AFSO	50%	75%	5	5	157	5	
PI 2: Number of pre-audited vouchers and transactions with complete supporting documents in compliance with COA rules and Regulations	Office and Internal Control	515	695	5	5	5	5	
PI 3:Number of proposed budget by units/departments for PS , MOOE and CO prepared, facilitated, submitted and approved	Dean, Budget Office, Accounting, Departments, GSO, Supply, EMO and AFSO	10	20	5	5	5	5	
PI 4: Number of financial statements, documents and reports prepared, reviewed, signed and submitted to COA, CHED, DBM and other agencies within mandated time	Accounting, HRMO, Cash, AFSO, SPMO, and Dean	1000	2,901	5	5	5	5	
Number of pre-audited vouchers and transactions with complete supporting documents in compliance with COA rules and Regulations	Accounting	300	338	5	5	5	5	
Number of documents/transactions reviewed, evaluated, posted, obligated and signed.	Accounting	2,000	4,752	5	5	5	5	
MFO 8. Cash Management								
PI 1: No. of monthly reports prepared and approved, submitted to concerned offices on or before the 2nd day of the ff. month PI 2:Number of financial documents (checks & ACIC , payslips,processed	Cashier's Office	2,000	3,127		5	5	5	
and released one day upon receipt)	Cashier's Office	1,500	2,393	5	5	5	5	
PI 3: Number of payments received and receipted, error free	Cashier's Office	800	1,375	5	5	5	5	

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PI 4: Number of deposit slips, error free	Cashier's Office	20	24		15	5	5	5	
PI 5: No. of vouchers, documents/transactions/	Cashier's Office	4,706	5,281		5	15	5	5	
ORs reviewed, evaluated, posted, and signed. MFO 9. Construction & Maintenance of Buildings and Other Physical Fa	sailities and Canaral Can	vices	+	 					
IMPO 9. Construction & Maintenance of Buildings and Other Physical Pa	acinties and General Ser	vices							
PI 1: Percentage of Buildings, Classrooms, Facilities and apparatus/equipment maintained.	Dean,AFSO,GS O, PRGO	80%	100%		5	5	5	5	
PI 2: Number of Buildings, Classrooms, Facilities and other structures constructed, repaired and maintained.	Dean,AFSO,GS O, PRGO Supply &	10	16		15)	25)	5	5	
PI 3: Number of equipment installed, repaired and maintained.	Dean,AFSO,GS O, PRGO Supply &	10	12		5	15	5	5	
PI 4: Percentage of repairs and maintenance of plumbing and electrical lines/facilities facilitated & coordinated	Dean,AFSO,GS O, PRGO Supply &	80%	100%		5	5	5	5	
PI 5: Percentage of repairs and maintenance of motor vehicles facilitated, monitored and coordinated	Dean, Supply, GSO and AFSO	80%	100%		5	15	5	5	
PI 6: Maintained surroundings as to cleanliness, beauty and environment friendly atmosphere.	Dean, AFSO, OI , GSO and	80%	100%		5	5	5	5	
MFO 10. Health Services									
PI 1: Number of conducted sanitary inspection of buildings, offices, cottages and school premises by the School Nurse	School Nurse, AFSO, Suppy	5	10		5	5	5	5	
PI 2: Number of students, faculty and staff given medical assistance, checked and advised by the school nurse.	School Nurse, AFSO, and	1000	1,452		5	5	5	5	
PI 3: No. of health activities conducted	Dean, School Nurse, Ol.	2	4		5	5	5	5	
MFO 11. Supply & Property Management & Procurement Services									
PI 1: Percentage of compliance to RA 9184 in the procurement of supplies and equipment and construction of various projects.	Dean, FMO, Acctg, Budget,	80%	100%		5	5	5	5	
PI 2: Number of acquired supplies and equipment distributed to end users	Supply office	125	467		5	5	5	5	
PI 3: Number of actual physical count inventory of PPE conducted every year	Supply office	5	15		5	5	5	5	
PI 4: No. of documents, prepared, processed, posted and facilitated	Supply office	150	250		5	5	5	5	
PI 5: No. of vouchers, documents, transactions, Invoices and supplies and materials reviewed, evaluated, posted, and signed.	Supply office	2000	5281		5	25	5	5	
MFO 12. Security Services and Management									
PI 1: 100% compliance for the security & safety of the lives of the entire college populace and property	4 regular security	80%	100%		15	5	5	5	
PI 2: 100% compliance on the General Orders of the Security Guards	4 regular security	80%	100%		5	5	5	5	
PI 3: Number of monthly Security Guard Shifting schedule recommended and facilitated for approval of the Dean	Head - Security and Safety Services	6	6		5	5	5	5	
	THE RELATION							_	

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PI 4: Implemented new strategy and safety measures	Dean, SSSO and AFSO	1	1	5	5	5	5		
Best Practices/New initiatives Implemented:									
PI 1: Use of biometric machines w/ log books in attendance keeping, wearing of complete uniform with IDs, no noon break, security guards' ringing of bell every hour during night shift	ALL FACULT AND STAFF	80%	100%	15	15	5	5		
PI 2: Observance of 5S to conform with ISO standards (Initial implementation Stage)	ALL FACULT AND STAFF	20%	35%	15	5	5	5		
PI 3: Responsibilities of employees on leave are taken care of by other employees on duty	All Administrati Personnel	ve 0% Complaint from clients served	0% Complaint from clients served	5	15	5	5		
Total Over-all Rating						61	5		
Average Rating						4.9	6		
Adjectival Rating				ou	TST	AND	IN	G	

Received by:

Calibrated by:

DANIEL LESLIE S. TAN

Planning Office
Date: 3 Fh 267 Chairman, PMT Date: 1/3/22

Recommending Approval:

Vice Prest for Academic Affairs

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Date:

Approved:

EDGARDO E. TULIN

President Date: 191/22

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