

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, NANCY V. DUMAGUING, Head, Office of the Head of Admission 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 31, 2021.

NANCY V. DUMAGUING

Head, Office of the Head of Admission

Date

7/12/21

Approved:

ALELI A. VILLOCINO

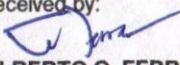
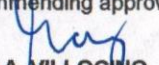

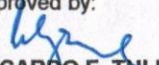
VP for Student Affairs and Services

Date



| Appointment/Status | Position Title | Number | Rating Equivalents: 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Fair 1 - Poor | | | |
|--------------------|--------------------|--------|---|--|--|--|
| Designated | Head | 1 | | | | |
| Job Order | Clerk (Admin Aide) | 1 | | | | |
| | IT staff | 2 | | | | |
| | TOTAL | 4 | | | | |

| GASSs/PAPs | Success Indicators | Persons Responsible | Target (January-December 2021) | Actual Accomplishments (January-June) | Rating | | | | Remarks |
|--|--|---------------------|--------------------------------|---------------------------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| UGAS5. SUPPORT TO OPERATIONS | | | | | | | | | |
| OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS | | | | | | | | | |
| Recruitment and Admission Services | PI 1. Number of incoming students evaluated in terms of enrollment requirements and enrolled | Head and staff, OHA | 2000 | -as- | | | | | |
| OHA STO 1: ISO 9001:2015 aligned documents and compliant processes | PI 2. Number of quality procedures revised/updated and registered at ODQA | Head and staff, OHA | 1 | 1 | 5 | 4 | 5 | 4.67 | |
| | PI 3. Percentage implementation of processes in accordance with existing approved quality procedures | Head and staff, OHA | zero non-conformity | zero non-conformity | 4 | 4 | 4 | 4 | |
| | PI.4 Percentage of ISO evidences compliant with existing Admission and Enrollment of Undergraduate Students Quality Procedures kept intact and | Head and staff, OHA | zero non-conformity | zero non-conformity | 4 | 4 | 4 | 4 | |
| OVPSAS STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS | | | | | | | | | |
| OHA STO. 2: FOI aligned frontline services | PI. 6 Percentage compliance of reporting requirements in accordance with FOI Manual | | | | | | | | |
| OVPSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS | | | | | | | | | |
| OHA STO 3: ARTA aligned frontline services | PI. 7 Efficient & customer friendly frontline service | | | | | | | | |

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|---|---|---|--------------------------------|--|----------------|--|----------------|----------------|---|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| OVPSAS STO4: INNOVATIONS & BEST PRACTICES | | | | | | | | | |
| OHA STO 4: Innovations & new Best Practices Development Services | PI. 1. Number of new systems/innovations/proposals introduced and implemented | OHA, TWG-CAT | 1 | 2 | 4 | 4 | 4 | 4 | Online College Admission Test Application and Online College Admission Test via moodle platform |
| UMFO6: General Administrative and Support Services (GASS) | | | | | | | | | |
| OVPSAS GASS 1: Administrative and Support Services Management | | | | | | | | | |
| OHA GASS 1: Administrative and Support Services | PI 1. Number of administrative services and financial/ administrative documents acted within time frame | OHA | 30 | 65 | 5 | 5 | 4 | 4.67 | |
| | PI 2. No. of formal/informal linkages with external agencies maintained | OHA | | 2 | 4 | 4 | 4 | 4 | LGU Kananga; LGU Villaba |
| | PI.14 No. of council/board/committee assignments served/functions performed | OHA | 1 | 2 | 4 | 4 | 4 | 4 | Univ. Admissions Committee Technical Working Group-CAT |
| | PI.15 No. of unit heads/staff meetings presided | OHA | 12 | 6 | 4 | 4 | 4 | 4 | |
| | PI 1: Percentage of documents and records received systematically filed and recorded QRM form within the day of receipt | dDRC | 100% | 100% | 5 | 4 | 4 | 4.33 | |
| | PI 4: Percentage of documents delivered to different units | | 100% | 100% | 5 | 5 | 4 | 4.67 | |
| | | Total Over-all Rating | | | | | | | |
| | | Average Rating | | | | | | | |
| | | Adjectival Rating | | | | | | | |
| Received by:  DILBERTO O. FERRAREN VP for Planning, Resource Generation, Date: OCT 07 2021 | | Recommending approval:  ALELI A. MILLOCINO VP for Student Affairs and Services Date: JULY 12 2021 | | Calibrated by:  REMBERTO A. PATINDOL VP for Administration and Finance; Chairman, PMT Date: _____ | | Approved by:  EDGARDO E. TULIN University President Date: 9/22/21 | | | |

- 1- Quality
2 - Efficiency
3 - Timeliness
4 - Average