



VISAYAS
STATE UNIVERSITY

Center for Continuing Education
OVPPRGAS
VISAYAS STATE UNIVERSITY

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, CHRISTY M. DESADES, Director of the CENTER FOR CONTINUING EDUCATION, commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January - June 2024.

CHRISTY M. DESADES

Director

Date: 7/12/24

MOISES NEIL V. SERIÑO

Vice President for Planning, Resource Generation and Auxiliary Services

Date: July 15, 2024

9/11/24
MARILYN V. SERIÑO

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), OIC - Head (CPDE)	1	18.00	18.00	0.00	1.00	0.00	
Admin Staff Members, CCE	2	NA	NA	NA	NA	NA	
Admin Staff Members, URS	2	NA	NA	NA	NA	NA	
Admin Staff Members, CPD	1	NA	NA	NA	NA	NA	
TOTAL:	6	18.00	18.00	0.00	1.00	0.00	

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

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 Services Management	PI 1. Efficient & customer-friendly frontline service										
	PI 1.1	Percentage of complaints from clients served	Director, Unit Heads, Staff	100%	100%	zero% complaint	5.0	5.0	5.0	5.0	zero% complaint
		Percentage of NCs and CAR received and acted	Director, Unit Heads, Staff	0%	100%		5.0	5.0	5.0	5.0	
		Percentage of reviewees assisted in PRC - related applications	Director, Unit Heads, Staff	100%	100%		5.0	5.0	5.0	5.0	Professionsl Teacher and Agricultural Review Class
		Percentage of faculty and staff who attended CPD trainings and assisted with PRC license renewal	Director, Unit Heads, Staff	100%	100%	100% All participants assisted	5.0	5.0	5.0	5.0	CPD for Veterinary Medicine
	PI 2. Effectively acted Administrative/financial documents										
	PI 2.1	Number of official documents timely and effectively acted upon	Director, Unit Heads, Staff	150	151%(227/150)		5.0	5.0	4.0	4.7	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 2.2	Number of quality procedure prepared/revised	Director, Unit Heads, Staff	Actual output	100%		5.0	5.0	5.0	5.0	Preparation of Quality Procedure Manual for Conduct of Review Classes , Quality Procedure Manual on Offering of CPD Trainings
PI 2.3	Number of administrative & management meetings conducted	Director, Unit Heads, Staff	12	100% (6/12)		5.0	5.0	4.0	4.7	Meetings with staff, with other units who have business with CCE	

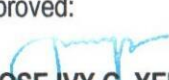
OVPPRGEA MFO 2. Planning, Management, and Monitoring Services	PI 2. Efficient Planning and Monitoring Services									
	PI 2.1 Number of programs/ <u>activities</u> /projects (PAPs) planned	Director, Unit Heads, Staff								
	<i>Number of programs designed to improve performance of graduates in licensure examination</i>	Director, Unit Heads, Staff	2	100% (2/2)		5.0	5.0	4.0	4.7	Review Class for Professional Teachers, Review Class for Agriculture
	<i>Number of programs developed to enhance faculty and staff capability</i>		2	100% (2/2)		5.0	5.0	4.0	4.7	CPD for Veterinary Medicine
	<i>VSU as accredited by PRC local CPD provider for professional teachers</i>		Actual output	100%						Maintained PRC Accreditation
	<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 Veterinary Medicine
	PI 2. 2 Number of programs/ <u>activities</u> /projects (PAPs) implemented	Director, Unit Heads, Staff								
	<i>Number of review programs implemented</i>	Director, Unit Heads, Staff	2	N/A		N/A	N/A	N/A	N/A	Not in the 1st & 2nd Quarter target
	<i>Number of faculty and staff trained in - house for CPD units</i>		15	186% (28/15)		5.0	5.0	5.0	5.0	CPD for Veterinary Medicine
	PI 2.3 Number of programs/ <u>activities</u> /projects (PAPs) monitored	Director, Unit Heads, Staff								
	<i>Database on performance of VSU graduates in various licensure examinations</i>	Director, Unit Heads, Staff	12	100% (12/12)		5.0	5.0	5.0	5.0	All degrees programs of VSU with licensure examination
	<i>Database of experts as lecturers and coaches</i>	Director, Unit Heads, Staff	2	100% (1/2)		5.0	5.0	4.0	4.7	Review Master for Professional Teachers, Review Master for Agriculture
	<i>Database on competency and skills – based trainings conducted</i>		1	200% (2/1)		5.0	5.0	5.0	5.0	CPD for Veterinary Medicine
	Average Rating									
Total Over-all Rating						68.500				

Average Rating						4.893	
Adjectival Rating						Outstanding	

Received by:

TONI MARC L. DARGANTES

Calibrated by:

ELWIN JAY V. YU
 Chairman, PMT
 Date: JUL 22 2024

Approved:

PROSE IVY G. YEPES
 President
 Date: 9/6/24

Planning Office
 Date: JUL 15 2024

Chairman, PMT
 Date: JUL 22 2024

President
 Date: 9/6/24

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 - ** 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.