



**VISAYAS**  
STATE UNIVERSITY

OFFICE OF INSTRUCTIONAL MATERIALS  
DEVELOPMENT  
3rd Floor, Administration Building  
Visayas State University, Visca, Baybay City, Leyte  
Email: oimd@vsu.edu.ph  
Website: www.vsu.edu.ph



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

I, **Dr. NANCY D. ABUNDA**, Head of Instructional Materials Development, 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**.

**NANCY D. ABUNDA**  
Head, OIMD

Date: July 16, 2021

**MA. RACHEL KIM L. AURE**  
Director, ODIE

Date: July 19, 2021

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

MFO No.	Success/Performance Indicator (PI)		Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
					% Accomplishment (July-December 2020)	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
MFO 12	Instructional Materials Development Services											
	PI 1. Percentage in spearheading in the planning of instructional material development and coordination the publication of the same.		Dept. Head-OIMD VSUEE Technical Support	50%	200%	100%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges	
	PI 2. Percentage of syllabi, evaluation syllabus, TOS, instructional materials and VSUEE monitored.		Dept. Head-OIMD VSUEE Technical Support	50%	200%	100%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges	

	PI 4: Number of seminars/trainings/workshops coordinated for entire university		Dept. Head-OIMD VSUEE Technical Support	2	250%	5	5	5	4	4.67	1. Webinar on Navigating Digital Shift: Instructional Materials to Support the University's Flexible Learning (March 17-18, 2021) 2. VSU E-Learning Environment Training-Workshop for Newly-Hired Instructors (March 29-30, 2021). 3. Webinar on VSUEE last April 6, 2021. 4. Brief Turnitin Kick-Off Administrator's Training with Dr. Edgardo Tulin (VSU President), Dr. Beatriz Belonias (VP for Academic Affairs) and Chancellors of the different VSU components colleges, and Ms. Nifia Victorio-Buenabajo - Professional and Education Services Consultant of Turnitin Philippine last May 3, 2021. 5. Turnitin Feedback Studio Instructors Workflow Training which is conducted by the Turnitin Philippines last May 31, 2021. 6. Turnitin Instructors' Workflow Training for VSU Component Colleges.	
	PI 5. Number of course syllabi and instructional materials reviewed and approved.		Dept. Head-OIMD VSUEE Technical Support	200	767%	1,533	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges	





	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other		Dept. Head (OIMD)								
	a. Collaboration with the VSU Component College		Dept. Head (OIMD)				5	5	5	5.0	
	b. Consolidation of guidelines and policies with the Academic Units/ department.		Dept. Head (OIMD)				5	5	5	5.0	It was done during the VSU Strategic Plan.
							Total Rating:			34.00	
							Mean			4.80	
Total Over-all Rating							77.67				
Average Rating							<del>9.65</del> 4.83 P.				
Adjectival Rating							Outstanding				

Received by:

DILBERTO O. FERRAREN

Planning Office

Date: JUL 26 2021

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT

Date: 7/21/21

Recommending Approval:

BEATRIZ S. BELONIAS

Vice Pres. for Instruction

Date: 7/19/2021

Approved:

EDGARDO E. TULIN

President

Date:

\* 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