

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Elsie E. Salamat, Head of the Alumni and Community Relations Office 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 to June 2017.

*Elsie E. Salamat*  
**ELSIE E. SALAMAT**  
 Head of Unit

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

Approved:

*Edgardo E. Tulin*  
**EDGARDO E. TULIN**  
 President

MFOs/PAPs	Success Indicators	2017 Target	Percentage of Accomplishment as of June 2017	Details of Accomplishment	Person/s Responsible	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Efficient and Customer Friendly Frontline Service</b>										
Campus Tour	Percentage of campus tour requests served	80% of tour requests served	150% of target accomplished	Every request for campus tours served even during weekends including walk in visitors and campus tours of training participants	EE Salamat RL.Abit, NF Mondal, CM Restor	5	5	5	5	2 JO staff
<b>Alumni Services</b>										
Alumni Assistance	Zero% complaint from alumni served	Zero % complaint	100% of target alumni requests facilitated	Zero% complaint from alumni assisted	EE Salamat RL.Abit, NF Mondal, CM Restor	5	5	5	5	2 JO staff
Alumni ID	Percentage of VSU alumni IDs printed	70% of 2016 VSU graduates	90% of 2016 graduates	Almost 91% of all 2016 graduates have been printed with IDs	EE Salamat, CM Restor	5	5	5	5	
Grand Alumni Homecoming	Percentage of homecoming activities facilitated	70%	95% of activities facilitated	95% of alumni activities facilitated	EE Salamat RL.Abit, NF Mondal, CM Restor	5	5	5	5	

Alumni Publication	No. of issues printed	1	100%	1 tabloid of 8 pages produced	EE Salamat R.Abit, N. Mondal, CM Restor	5	5	5	5	
Alumni Linkages	Number of alumni linkages	3	150%	Linked with different alumni locally and other alumni abroad	EE Salamat, R.Abit	5	5	5	5	
Alumni Building Construction (2 <sup>nd</sup> floor)	Construction activities facilitated	50% of 2 <sup>nd</sup> floor finished	70% of construction completed	Columns, partitions, stairways, balcony and roofing finished	EE Salamat, R.Abit, N. Mondal	5	5	5	5	
Alumni Data Base and Directory	Number of alumni profiles encoded and updated	5/wk	5/week	Daily encoding/updating of alumni profiles	EE Salamat, N. Mondal	3	3	3	3	
<b>Community Relations Service</b>										
Supplemental Feeding	Number of Feeding Requests Facilitated	1	2	Sitio Tapusok (52 children) and Sitio Cagang (61 children) of Brgy. Guadalupe with several elderlies served with arrozcaldo & chocomilk	-do-	5	5	5	5	
<b>Records and Filing Services</b>										
Government documents	Number of government documents/forms accomplished	100	100%	Regular office transactions using government documents done	-do-	3	3	3	3	2 JO staff
<b>Total Over-all Rating</b>						46	46	46	46	
<b>Average Rating</b>						4.6				
<b>Adjectival Rating</b>						Outstanding				

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

Received by:

Calibrated by:

Approved by:

OVRPGEA

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

REMBERTO A. PATINDOL  
PMT Chairman

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

EDGARDO E. TULIN

President

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