Visayas State University
ONLINE PROGRAMS OFFICE

Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **JESUS FREDDY M. BALDOS**, Head of the **ONLINE PROGRAMS 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 **July to December, 2020**.

JESUS FREDDY M. BALDOS	Approved: **BEATRIZ S. BELONIAS**
Head, Online Programs Office	VP for Academic Affairs
Date:	Date:

INFORMATION ON PERSONNEL

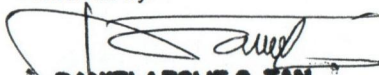| *Personnel*	*Number*
Head of Online Programs Office (designee)	1
Education Research Assistant	0
Admin Assistant II	0
Admin Aide VI (Audiovisual Technician)	0
Utility/Messenger (Job order)	1
Admin Aide IV (Printing Press Staff)	0
Admin Assistant II (E-learning Website Administrator)	1
Data Encoder (Job Order)	0

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments		Rating				Remark
					% Accomplishment as of December 2020	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	
UMFO	**1: Advanced Education Services**										
OVPI/OPO MFO 1. Graduate Degree Program Management Services											

	PI 1: Number of extramural graduate degree specializations implemented/coordinated	Office head, Online Educ Systems Admin (OESA)	4	125.0%	5	5	5	5	5.00	MAgDev with majors in Language Teaching, Agronomy, Agricultural Education, Agricultural Extension, Animal Production
	PI 2: Total FTE monitored	Office Head	15	428.6%	64.29	5	5	5	5.00	Accomplishment reflected here covers FTEs in the 1st Sem of 2020-2021 (58 courses handled by 31 graduate faculty)
	PI 3: Percentage increase in number of extramural graduate students enrolled	Office head, OESA,	2.0%	147.73%	65	5	5	4	4.67	In the First Sem of SY 2019-2020, there were 43 students enrolled in extram courses; but in the First Sem of 2020-2021, there were 65 students who enrolled in extramural courses.
OVPI/OPO MFO 2. Graduate Student Management Services										
	PI 1: Number of graduate students awarded with scholarship/assistantship	OPO head, ERA								Not included in the target since graduate students enrolled in distance eduaction program are those without scholarships and who cannot leave their work stations. Those who could avail scholarship would shift to the on-campus mode of delivery
	PI 2: Percentage of graduate students awarded with scholarship/assistantship who graduated within prescribed period	OPO head, ERA								Not included in the target since most of the distance education students are working so they carry load below the regular load and usually cannot finish within 2 years
	PI 3: Number of graduate students awarded with honors/distinction	OPO Head, ERA								Not included in the target since most of the distance education students carry load below the regular load that should be carried by students awarded with honors.
UMFO 5. Support to Operations (STO)										
OVPI/OPO MFO 7. Distance Education Services										
	PI 1: Number of distance education curricular programs implemented	Office head, Online Educ Systems Admin (OESA)	4	125.0%	5	5	5	5	5.00	MAgDev with majors in Language Teaching, Agronomy, Agricultural Education, Agricultural Extension, Animal Production; plus 5 specializations which can be taken as cognate (Development Communication, Agricultural Economics, Plant Protection, Food Science and Technology, Agricultural Botany)
	PI 2: Percentage increase in the number of extramural students enrolled	Office head, Online Educ Systems Admin (OESA)	2.0%	147.73%	65	5	5	4	4.67	In the First Sem of SY 2019-2020, there were 43 students enrolled in extram courses but in the First Sem of 2020-2021, there were 65 students who enrolled in extramural courses.
	PI 3: Number of extramural students graduated within the prescribed period	Office head, Online Educ Systems Admin (OESA)								
	PI 4: Number of e-classrooms developed/maintained for the online courses to be offered	Course site/ systems administrator	8	725.0%	58	4	5	4	4.33	
	PI 5: Number of user accounts created/ maintained	Course site/ systems administrator	30	150.0%	45	4	5	4	4.33	
OVPI/OPO MFO 12: Instructional Materials Development Services										
	PI 1: Number of courseware/IMs development workshops conducted	OPO head, other OPO staff								
	PI 2: Number of instructional materials/learning modulesreviewed/reproduced/ distributed to students	OPO Head, and other OPO staff	20	340.0%	68	5	5	5	5.00	65 e-copies reproduced and distributed to online students,3 re-printed & distributed to off-campus students
UMFO 6. General Administration and Support Services (GASS)										

OVPI/OPO MFO 1. Administrative and Facilitative Services										
	PI 1: Number of colleges, departments, units, projects and/or classes served	OPO, other staff	35	40.0%	14	5	5	5	5.00	
	PI 2: Number of university committees/ boards/council served	OPO, other staff	15	20.0%	3	5	5	5	5.00	
	PI 9: Number of documents/reports prepared, reviewed/processed	OPO head, clerk, utilityman, other OPO staff	120	35.8%	43	5	5	5	5.00	
OVPI/OPO MFO 2. Frontline Services										
	PI 1: Efficient and customer-friendly frontline service	Zero percent complaint from clients served	no complaint	no complaint	no complaint	5	5	5	5.00	
OTHER INITIATIVES										
	1. Number of webpages developed (OPO/VSUOU page)/maintained	Course site/ systems administrator	2	100.0%	2	5	4	5	4.67	2 websites (OPO/VOU; OU facebook page)
	2. Number of information drive activities conducted	OPO Head, and other OPO staff	2	300.0%	6	4	5	4	4.33	Sending of information through emails.
Total Over-all Rating									67.000	
Average Rating									4.786	
Adjectival Rating									Outstanding	

Received by:

DANIEL LESLIE S. TAN
~~Director for Planning and Infrastructure~~
~~Project Development and Monitoring~~
Date: _____

FEB 2 2 2021

Calibrated by:

REMBERTO A. PATINDOL, Ph.D.
Chair, PMT
Date: _____

Recommending Approval:

BEATRIZ S. BELONIAS, Ph.D.
Vice Pres. for Academic Affairs
Date: _____

Approved:

EDGARDO E. TULIN, Ph.D.
President
Date: _____