OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, ALELI A. VILLOCINO, Vice President for Student Affairs & Services commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July-December 2022**.

Approved:

_____
ALELI A. VILLOCINO
Vice President for Student Affairs & Services

9-Feb-23
Date

_____
EDGARDO E. TULIN
President

Date 02-15-23

RECEIVED
DATE: FEB 13 2023
BY: _____
OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION AND AUXILIARY SERVICES

OP 2/15/23

OPCR-2023-0209-94000

Appointment/Status	Position Title	Number
Head	Vice-President for Student Affairs & Services	1
Regular Staff	Administrative Aide VI	1
Casual	Education Research Assistant I	1
	TOTAL	3

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

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2022)	Actual Accomplishments (July-December 2022)	Q¹	E²	T³	A⁴	Remarks
UGAS5. SUPPORT TO OPERATIONS									
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
OVPSAS STO 1: ISO 9001:2015 aligned documents and compliant processes	**PI 1.** Percentage of clients served that rated the services rendered at least very satisfactory or higher	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	95% of clients rated services as very satisfactory or higher	100%	5	5	5	5	Note: to get the final rating from the Custoer Feedback Officer who analyze all customer feedback
	PI. 2. Number of quality procedures revised/updated/registered at QAC	OVPSAS, Department Student Internship Program In-charge, Local GovernUnit, City/Municipal Health Office, Office of Student Welfare & Services	1 quality procedure revised, 1 draft guidelines and procedure	1 quality procedure revised, 1 draft guidelines and procedure	5	5	5	5	Quality Procedure on the Implementation of Undergraduate Studen Internship Program (Local),
	PI. 3. Percentage implementation of processes in accordance with existing approved quality procedures	OVPSAS, Colleges/Departments/Units	100% processes implemented according to QP	100% processes implemented according to QP	5	5	5	5	Minor NC during external audit
	PI. 4 Number/Percentage of Reports submitted on time to partner agencies and other regulatory bodies	OVPSAS, QMR Office, ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100 % reports submitted on time	100 % reports submitted on time	5	5	5	5	Communication from partner agencies and transmittal for submission - UniFAST validation and billings, CHED Scholars Monitoring, SAS Monitoing

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2022)	Actual Accomplishments (July-December 2022)	Q[1]	E[2]	T[3]	A[4]	Remarks
	PI.5 Number of student internship manual approved	OVPSAS, ODS, College Deans, Department Heads, Student Internship Program Incharge	1 internship manual	1 internship manual	5	5	5	5	Presentation of SIP Manual to UAdCo
	PI.6 Number of alternative internship plans approved	OVPSAS, College Deans, Department Heads, ODIE, Student Internship Program In-charge	4 Internship Plans	4 Internship Plans	5	5	5	5	
	PI.7 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	OVPSAS, ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP, OCL, OHA	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5	All SAS dDRCs, All Procedure Manuals, Guidelines
	PI.8 Percentage of documents and records received and systematically filed and recorded within the day of receipt.	dDRC	80%	100%	5	5	5	5	
	PI 9. Response to OFIs of 3rd IQA and SSA	OVPSAS, QMR office	100%	100%	5	5	5	5	
	PI 10. Number of MOA/MOU processed and endorsed to Legal Office for review	VP, Clerk, ERA, department/unit	3	3	5	5	5	5	Departments who invited OVPSAS as witness to their MOA signing
	PI 11. Number of offices/departments/units coordinated in preparation for the Management Review and MR minutes	QMR, Asst QMR, UDRC, Internal Lead Auditor, dDRCs, process owners & co-process owners		30 offices/departments/units coordinated	5	5	5	5	
	PI 12. No. of OFIs verified in preparation for the Second Surveillance Audit	QMR, Asst QMR, UDRC, Internal Lead Auditor, dDRCs, process owners & co-process owners		33 OFIs prepared	5	5	5	5	
	PI 13. No. of minor noncormity report processed and submitted to the external audit team	QMR, Asst QMR, UDRC, Internal Lead Auditor, dDRCs, process owners & co-process owners		1 minor non-conformity	5	5	5	5	
	PI 14. No. of Opportunities for Improvement (OFI) submitted and presented to Top Management (final audit report of SSA)	QMR, Asst QMR, UDRC, Internal Lead Auditor, dDRCs, process owners & co-process owners		33 OFIs submitted and presented to Top Management	5	5	5	5	
	PI 15. Percentage implementation of processes in accordance with existing approved quality procedures	VP, Clerk, ERA	zero non-conformity	zero non-conformity	5	5	5	5	

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2022)	Actual Accomplishments (July-December 2022)	Q¹	E²	T³	A⁴	Remarks
	PI.16 Percentage of ISO evidences compliant with existing procedures and guidelines on local student internship ready for evaluation and audit	VP, Clerk, ERA	zero non-conformity	zero non-conformity	5	5	5	5	
Local Student Internship Program	**PI 1**. Number of department student internship in-charge consulted in relation to student internship program	VP, Clerk, ERA	10	10	5	5	5	5	
OVPSAS STO 2: Quality Assurance									
	PI 1. Number of services implemented and monitored by CHED	OVPSAS, ODS, OUR, Library, USHER, Security, Food Services	5	5	5	5	5	5	
	PI 2. Insitutional Portfolio prepared for Institutional Accreditation	OVPSAS, ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	1						Institutional Accreditation was held on March 2022.
	PI 3. Instituional Accreditation documents prepared and reviewed by the internal reviewers and AACCUP Board	OVPSAS	1						Institutional Accreditation was held on March 2022.
	PI 4. Number of areas/programs/services submitted for world rankings	OVPSAS	5	2	5	5	5	5	Times Higher Education (THE) AUN-UPM World Rankings
OVPSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
OVPSAS STO 3: ARTA aligned frontline services	**PI. 1** Efficient & customer friendly frontline service	OVPSAS, ODS, OSWS, OSDS, OISPS, OCJP, UCL, OHA	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	Note: Please refer to customer satisfaction survey result from QAC
OVPSAS STO4: INNOVATIONS & BEST PRACTICES									
OVPSAS STO 4: Innovations & new Best Practices Development Services	**PI. 1** Number of new systems/innovations/proposals introduced and implemented	OVPSAS, ODS, OIMD, Committee on LGU Links, OHA	Creation of OVPSAS Official Facebook page, Student Onboarding for limited face-to-face clsses, Integrate a wellness break in the academic calendar, Student Internship Program Orientation	OVPSAS Official FB Page, Online CAT, SOB	5	5	5	5	
	PI. 2 Number of best practices shared to other agencies and/or entries submitted to any search for best practices	OVPSAS, ODS, OSWS, VSU CARES, Local Government Units,	Link with Municipal/City Health Office, Integrate menal health & well-being program in the curriculum	12	5	5	5	5	Recruitment, admission and academic support, student scholarships, student services, placement support
	PI.3. Number of new systems/innovations/proposals introduced and implemented	VP, dDRC, ERA	3	3	5	5	5	5	Student Onboarding, Student Vaccination Data, SAS Official FB Page.

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2022)	Actual Accomplishments (July-December 2022)	Q^1	E^2	T^3	A^4	Remarks
	PI 4. Number of municipalities & barangays served during relief operations	VP, dDRC, ERA, JOs, USSC, employees, alumni, volunteers							Facilitated during January 2022
	PI 5. Number of students, faculty and staff provided with relief goods	OP, VP, dDRC, ERA, JOs, USSC, employees, alumni, volunteers							Facilitated during January 2022
	PI 6. No. of private and government organizations partnered during the relief operation								Facilitated during January 2022
	PI 7. No. of Student Internship Manual reviewed by internal review team	VPSAS, dDRC, ERA, Department Student Internship Incharge	1	1	5	5	5	5	
	PI 8. No. of document review conducted for VPS-01	VPSAS, dDRC, ERA, Department Student Internship Incharge	1	1	5	5	5	5	
OVPSAS GASS 1: Administrative and Support Services Management									
	PI. 1 Number of administrative services and financial/ administrative documents acted within time frame	OVPSAS and other offices/units/departmets	100% documents acted (with absolute figures)	166	5	5	5	5	Certifications, clearances, monitoring report, proposals, referrals
	PI. 2 No. of formal/informal linkages with external agencies maintained	OVPSAS, ODS,	5 government/private agencies	9 agencies	5	5	5	5	DOLE, Jobs180.com, POEA, CSWD, PhilChema, Bounty, Talent Basket, Channel Precision, LGU Scholarship MOA
	PI. 3 No. of council/board/committee assignments served/functions performed	OVPSAS, ODS, OSDS, OISPS, OCJP, OSGA, NSTP, UCL, OHA	10 committees	10 committees	5	5	5	5	
	PI. 4 No. of unit heads/staff meetings presided	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OHA, OUCL, SIP Coordinators	5 committee meetings per month	5 committee meetings per month	5	5	5	5	
	PI. 5 Number of seminars/conference/trainings attended by OVPSAS	OVPSAS	15 webinars/training	15	5	5	5	5	
	PI. 6 Number of student support services reported and submitted	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	15	15	5	5	5	5	CHED Monitoring, Mental Health, Student Onboarding, other studentd services coordinated with the different units.
	PI. 7 Number of established informal linkages with industries/employers	OVPSAS, College Deans, Department Heads, Student Internship Program In-charge	4	5	5	5	5	5	Kabalikat, LGU Baybay, Barangay Pangasugan, small farm industry within Baybay
	PI. 8 Number of complied procedure in tracking documents	OVPSAS, College Deans, Department Heads, Student Internship Program In-charge, other offices	40	82	5	5	5	5	Communication forms,minutes of meeting, and other forms complied and tracked using the Document Tracking System

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2022)	Actual Accomplishments (July-December 2022)	Q¹	E²	T³	A⁴	Remarks
	PI 24. No. of unit heads/staff meetings presided	VP	12	4	5	5	5	5	
	PI 25: Percentage of documents and records received systematically filed and recorded QRM form within the day of receipt	clerk/dDRC	100%	100%	5	5	5	5	
	PI 26. Percentage of documents delivered to different units	clerk/dDRC	100%	100%	5	5	5	5	
	PI 27. Response to NCs and CARs issuances	VP, Clerk/dDRC	0%	100%	5	5	5	5	
	PI 28. Response to OFI for 3rd IQA and 2nd surveillance audit	VP, Clerk & ERA	100%	100%	5	5	5	5	
	PI 29. Percentage of NCs received and acted	OVPSAS	No non-conformity	No non-conformity	5	5	5	5	
	PI 30. Percentage of CARs received and acted	OVPSAS	Zero (0)	One (1)	5	5	5	5	
		Total Over-all Rating						265	
		Average Rating						4.81	
		Adjectival Rating					Outstanding		

Received by:

TONI MARC L. DARGANTES
Planning Office
Date: FEB 1 3 2023

Calibrated by:

DANIEL LESLIE S. TAN
Chairman, PMT   FEB 1 4 2023
Date: _____

Approved by

EDGARDO E. TULIN
University President
Date: FEB. 15, 2023

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