



**VISAYAS**  
STATE UNIVERSITY



Culture and the Arts Center  
Office of the President  
Visayas State University  
Visca, Baybay City, Leyte



## OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

CULTURE AND THE ARTS CENTER

I, JUDE NONIE A. SALES, head of Culture and the Arts Center, commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2023.

**JUDE NONIE A. SALES**

Head, Culture and the Arts Center

Date: June 7, 2023

**EDGARDO E. TULIN**

President

Date: JUL 12 2023


| MFO No.  | MFO Description  | Success Indicator (SI) | Persons Responsible                                     | Task Assigned  | Target      |                       | Rating  |            |            | Remark                  |
|--|--|------------------------|---|--|-------------|-----------------------|---------|------------|------------|-------------------------|
|  |  |                        |   |  |             | Actual Accomplishment | Quality | Efficiency | Timeliness |                         |
| UMFO 6 General Administration and Support Services |  |                        |   |  |             |                       |         |            |            |                         |
| CAC MFO 1. Administrative Support Services         |  |                        |   |  |             |                       |         |            |            |                         |
|  | PI 1: Preparation of official communications/documents | JNSales                | Number of documents prepared, processed and followed-up | Number (50) of official documents such as vouchers, PRs, POs, etc. and follow-up of documents released | 75/50(150%) | 5                     | 5       | 5          | 5.00       | All documents processed |
|  | PI 2: Efficient and customer friendly assistance       | Jnsales                | Zero percent complaints from clients served             | No complaints  | 0 (100%)    | 5                     | 5       | 5          | 5.00       | Zero Complaints         |


|  |   |                         |   |  |              |     |   |     |      |  |
|--|---|-------------------------|---|--|--------------|-----|---|-----|------|--|
|  | PI 3. Facilitate culture and the arts activities                        | JNSales                 | Organized or coordinated VSU culture and the arts activities                              | Number (10) of culture and arts activities and events organized or coordinated   | 12/10 (120%) | 5   | 5 | 4.6 | 4.87 | Facilitated culture and the arts activities and events |
| <b>CAC MFO 2. Accurate and Timely Planning Coordination and Production ( All Sections)</b> |   |                         |   |  |              |     |   |     |      |  |
|  | PI 1: Plan of University culture and the arts events and performances   | JNSales & CAC members   | Planned and set targets of culture and the arts activities to be organized or coordinated | All plans of culture and the arts events and activities is documented with minutes and proposals                           | 10           | 4.7 | 5 | 5   | 4.90 | All plans of events and activities are documented      |
|  |   | JNSales & Niffa Calleja | Proper filing of documents and archiving of documentation photos                          | Documents are filed and coded according to ISO standards and photos foldered   | 10           | 5   | 5 | 5   | 5.00 | Files properly organized                               |
|  | PI 2. Organize or coordinate culture and the arts events and activities | JNSales                 | Events and activities organized   | Number (5) of culture and the arts events and activities organized per sem   | 10/5 (200%)  | 5   | 5 | 5   | 5.00 | All activities and events organized                    |
|  |   | JNSales & CAC members   | Events and activities coordinated   | Number (5) of VSU offices, colleges, depts, and units involved on CAC initiated culture and the arts events and activities | 8/5 (160%)   | 5   | 5 | 5   | 5.00 | Coordinated  |


|  |   |                         |  |  |             |   |   |   |      |                                   |
|--|---|-------------------------|--|--|-------------|---|---|---|------|-----------------------------------|
|  | PI 3: Training and rehearsals for both students, staff and faculty of the university                                      | JNSales & CAC members   | Conduct trainings and rehearsals for both student, faculty and staff of the university     | Number (5) of culture and the arts trainings and rehearsals per semester       | 10/5 (200%) | 5 | 5 | 5 | 5.00 | Completed                         |
|  | PI 4: Production of dance, music and theater performances   | JNSales and CAC members | Number of performing arts activities organized or coordinated                              | Number (3) of performing arts events and activities organized per sem          | 8/3         | 5 | 5 | 5 | 5.00 | All performances executed         |
|  | PI 5: Design and production of art exhibits and displays  | JNSales & CAC members   | Number of visual arts and literary arts activities organized or coordinated                | Number (3) of visual and literary arts events and activities organized per sem | 5/3         | 5 | 5 | 5 | 5.00 | All exhibits and display executed |
| <b>CAC MFO 3. Innovation and Best Practices Management</b> |   |                         |  |  |             |   |   |   |      |                                   |
|  | PI 1: Established networking with the public and private sectors to organize workshops on culture and the arts and design | JNSales                 | Number (5) of requests and invitation for CAC to conduct seminar workshops within the year |  | 7/5         | 5 | 5 | 4 | 4.67 | All request confirmed             |
|  | PI 2: Established partnership with different VSU offices and departments on their socio-cultural activities               | JNSales & CAC members   | Number (5) of VSU 97 th Anniv activities coordinated                                       | Upon review of office facilities and needs                                     | 6/5         | 5 | 5 | 5 | 5.00 | Accomplished                      |



|                       |  |                         |   |  |   |   |   |   |             |  |
|-----------------------|--|-------------------------|---|--|---|---|---|---|-------------|--|
|                       | PI 3: Procurement and installation of various office equipment   | JNSales                 | Procurement and installation of various office equipment                |  | 3 | 4 | 4 | 5 | 4.33        | Equipment and connections installed                                    |
|                       | PI 4: Fasttracked procurement of request of lacking office equipment and supplies to improve office efficiency | JNSales & Niffa Calleja | Conduct inventory of office equipment and made new procurement request. | Upon review of office facilities and needs | 8 | 5 | 5 | 5 | 5.00        | Requested for the year based on existing office equipment and supplies |
| Total Over-all Rating |  |                         |   |  |   |   |   |   | 68.77       |  |
| Average Rating        |  |                         |   |  |   |   |   |   | 4.91        |  |
| Adjectival Rating     |  |                         |   |  |   |   |   |   | Outstanding |  |

Received by:   
**TONI MARC L. DARGANTES**  
 Planning Office  
 Date: JUL 11 2023

Calibrated by:   
**DANIEL LESLIE S. TAN**  
 Chairman, PMT  
 Date: JUL 11 2023

Approved:   
**EDGARDO E. TULIN**  
 President  
 Date: JULY 12, 2023