

6/11/9342  
9/12

Visayas State University  
**ONLINE PROGRAMS OFFICE**  
Visca, Baybay City, Leyte

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

I, EDITHA G. CAGASAN, Head of the ONLINE PROGRAMS OFFICE (Open University, MMDC, VSU Printing Press), 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, 2018.

**EDITHA G. CAGASAN**

Head, Online Programs Office

Date:

Approved:

**BEATRIZ S. BELONIAS**

VP for Instruction

Date:

**INFORMATION ON PERSONNEL**

Personnel	Number
Head of Online Programs Office (designee)	1
Education Research Assistant (study leave)	
Admin assistant II (On leave)	
Admin aide VI (Audiovisual technician)	1
Utility/messenger (Job order)	1
Admin aide IV (Printing press staff)	1
Admin assistant II (E-learning website adminis)	1
Data encoder (Job order)	1

**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 June. 2016	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, ERA, 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, ERA	13	176.1%	22.89	5	5	5	5.00	Accomplishment reflected here covers FTEs in the 2nd sem of 2017-2018 (17 courses handled by 9 graduate faculty)	

	PI 3: Percentage increase in number of extramural graduate students enrolled	Office head, ERA, OESA, clerk	1.0%	27.8%	23	5	5	5	5.00	In the second sem of SY 2016-2017, there were 18 students enrolled in extram courses but in the second sem of 2017-2018, there were 23 students who enrolled in extramural courses.
<b>OVPI/OPO MFO 2. Graduate Student Management Services</b>										
	PI 1: Number of graduate students awarded with scholarship/ assistantship	OPO head, ERA								Not included in the target since graduate students enrolled in distance education program are those without scholarships and who cannot leave their work stations. Those who could avail of scholarships 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.
<b>UMFO 5. Support to Operations (STO)</b>										
<b>OVPI/OPO MFO 7. Distance Education Services</b>										
	PI 1: Number of distance education curricular programs implemented	OPO head, ERA, other Open U staff	4	125.0%	5	5	5	5	5.00	MAgDev with majors in Language Teaching, Agronomy, Agricultural Education, Agricultural Extension, Animal Production; plus 3 specializations which can be taken as cognate (Development Communication, Agricultural Economics, Plant Protection)
	PI 2: Percentage increase in the number of extramural students enrolled	OPO head, ERA, other Open U staff	1.0%	27.8%	23	4	3	5	4.00	In the second sem of SY 2016-2017, there were 18 students enrolled in extram courses but in the second sem of 2017-2018, there were 23 students who enrolled in extramural courses.
	PI 3: Number of extramural students graduated within the prescribed period	OPO head, ERA, other Open U staff	1	100.0%	1	5	4	5	4.67	Mr. Noel Celeste
	PI 4: Number of e-classrooms developed/maintained for the online courses to be offered	Course site/ systems administrator	8	187.5%	15	4	5	4	4.33	
	PI 5: Number of user accounts created/ maintained	Course site/ systems administrator	31	161.3%	50	4	5	4	4.33	
<b>OVPI/OPO MFO 10. Video Documentation and Other Related Services</b>										
	PI 1: Number of job requests served	OPO Head, AV technician, clerk, utilityman	100	205.0%	205	5	5	5	5.00	Include requests for video documentation, video editing, video grabbing, CD burnin & labelling, operation of AV equipment during trainings/seminars/classes, repair of equipment, others.
<b>OVPI/OPO MFO 11. Printing and Binding Services</b>										



	PI 1: Number of job requests served	OPO head, VPP staff, clerk, utilityman	55	181.8%	100	5	5	5	5.00	
<b>OVPI/OPO MFO 12: Instructional Materials Development Services</b>										
	PI 1: Number of courseware/IMs development workshops conducted	OPO head, other OPO/MMDC staff	1	200.0%	2	5	5	5	5.00	1 Workshops on the use of moodle and 1 on IM's development
	PI 2: Number of instructional materials/learning modules reviewed/reproduced/ distributed to	OPO Head, ERA and other staff	10	550.0%	55	5	5	5	5.00	5 developed/reviewed, 4 reproduced and distributed, 45 re-printed & distributed
<b>UMFO 6. General Administration and Support Services (GASS)</b>										
<b>OVPI/OPO MFO 1. Administrative and Facilitative Services</b>										
	PI 1: Number of colleges, departments, units, projects and/or classes served	OPO/MMDC/VPP staff	50	120.0%	60	5	5	5	5.00	
	PI 2: Number of university committees/ boards/council served	OPO/MMDC/VPP staff	15	166.7%	25	5	5	5	5.00	
	PI 9: Number of documents/reports prepared, reviewed/processed	OPO head, clerk, utilityman, other OPO staff	200	210.0%	420	5	5	5	5.00	
<b>OVPI/OPO MFO 2. Frontline Services</b>										
	PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	no complaint	no complaint	no complaint	5	5	5	5.00	
<b>OTHER INITIATIVES</b>										
	1. Number of webpages developed (OPO/SUOU page)/maintained	Course site/ systems administrator	3	166.7%	5	5	4	5	4.67	2 websites with a total of 7 pages (OPO/VOU; OU facebook page)
	2. Number of information drive activities conducted	OPO Head, Course site/ systems administrator, AV technician	2	300.0%	6	4	5	4	4.33	Include trips to schools and institutions/agencies in other places, sending of info through emails and giving of OU brochures to participants of trainings conducted by VSU.
	3. Number of project proposals developed (CHED IDIG Grant)	OPO Head, ERA, Course site/ systems administrator			1	5	5	5	5.00	Proposa for the project entitled "Strengthening of the Distance Education of VSU" has been approved for implementation in 2018, with a total budget of 4,772,250.00; funds have not been released due to some unliquidated balance of some CHED funded projects.
<b>Total Over-all Rating</b>						<b>91.333</b>				
<b>Average Rating</b>						<b>4.807</b>				
<b>Adjectival Rating</b>						<b>Outstanding</b>				

Received by:

\_\_\_\_\_  
Planning Office

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

Calibrated by:

  
REMBERTO A. PATINDOL, Ph.D.

Chair, PMT

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

Recommending Approval:

  
BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Instruction

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

Approved:

  
EDGARDO E. TULIN, Ph.D.

President

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