

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **ELSIE E. SALAMAT**, Head of the Alumni and Community Relations Office (ACRO) 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, 2022 (Accomplishment)

Elsie E. Salamat

ELSIE E. SALAMAT

Assoc. Prof. II and ACRO Head

Date: _____

Approved:

Dilberto O. Ferraren

DILBERTO O. FERRAREN

Vice President-PRGAS



MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q 1	E 2	T 3	A ⁴	
MFO 1. Frontline Services Efficient and friendly frontline services									
	PI 1. No complaint from clients served	ACRO staff	100%	100%	5	5	5	5	
Effectively acted Administrative /Financial Documents									
	PI 2. Number of official documents timely and effectively acted upon Certification clearance for graduating students as requested	ACRO Head/ Admin. Asst. II	90 %	100%	5	5	5	5	

	Vouchers and payrolls	ACRO Head/ Admin. Asst. II	24	15	5	5	5	5	
	PRs and PPMPs	ACRO Head/ Admin. Asst. II	2	*	*	*	*	*	
MFO 2. Planning Management and Monitoring Services									
	PI 1. Programs, activities and Projects (PAPs) planned								
	a. Number of management meetings with ACRO Staff and Alumni Communicators	ACRO Head	12	13	5	5	5	5	
	b. Number of monitoring meetings with Alumni Scholars	ACRO Head	2	2	5	5	5	5	
	c. Number of planning meetings for Campus-based Alumni Activity	ACRO Head and Alumni Communicators/ SU Web Team	2	2	5	5	5	5	

	d. Number of planning meetings with 2022 homecoming hosts	ACRO Head/ Alumni Communicators/ VSU Web team/Campus-based Host Batch Members	4	3	4	5	5	4.67	
	e. Number of planning meeting for VSU Alumni Awards Committee	ACRO Head/Awards committee	1	-	-	-	-	-	
	PI. 2. Programs/activities /projects implemented								
	a. Alumni reunion/homecoming	ACRO/Alumni Communicators/ Host Batch Members / BOD	1	-	-	-	-	-	
	b. Fund-raising activity for alumni scholarship	ACRO Head/Alumni Communicators/V SUAAl BOD	1	1	5	5	5	5	
	c. Campus-based Alumni Activity	ACRO/Alumni Communicators/V SUAAl BOD/VSU Web Team	1	-	-	-	-	-	
	d. Alumni Scholars	BOD/ACRO	1	-	-	-	-	-	


	graduation kick-off								
	e. Alumni Survey via google docs Number of survey docs prepared	ACRO Head/Communica tion and Media Production Specialist	1	-	-	-	-	-	
	PI 3. PAPs monitored								
	a. Number of alumni scholars monitored	ACRO Head	3	3	5	5	5	5	
	b. Number of Alumni Monitored through google doc response	ACRO Head/Communica tion and Media Production Specialist	100	-	-	-	-	-	
MFO 3. Alumni Services									
	PI 1. Percent Alumni ID printed and released as requested	ID printing in charge	80% Zero complaint	64.8%**	4	5	4	4.3	
	PI. 2.Percent Alumni clearance issuance for graduates of 2022 as requested	Admin. Asst. II	90% Zero Complaint	100%	5	5	5	5	

	PI 3. Percent bank deposit slips for Alumni Membership and ID payment recorded as received	Admin. Asst. II	90%	100%	5	5	5	5	
	PI 5. Percent alumni tracer forms encoded in the data base as submitted	Clerk/Data base encoding in charge	90 %	100%	5	5	5	5	
	PI 6. Percent Alumni inquiries responded to via social media	ACRO Head	80% Zero complaint	100%	5	5	5	5	
MFO 4. Strong Alumni Engagement									
	PI.1. FB Number of posts to update alumni at VSU Alumni FB page	ACRO Head	12	9	5	5	5	5	
	PI.2. Writing of articles and updates for Alumni Homepage at the VSU Website	To hire a Communication and Media Production Specialist requested for budget/funding "GOOI List Control # OHACR-OFI-21-04 from the 3 rd Internal Quality Audit which is to	1						

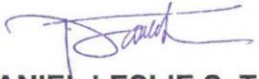
		request for an additional staff to focus on alumni engagement". Waiting for the Approval of the request personnel by the VSU President thru Budget Office.							
	P. I. 3 Number of social gathering conducted for campus-based alumni	ACRO and Alumni Communicators VSUAAI BOD	1	-	-	-	-	-	
	P.I. 4 Percentage of campus-based alumni joining the activity	ACRO and Alumni Communicators/V SUAAI BOD in collaboration with VSU Web Team	20%	-	-	-	-	-	
	P.1 5 Create additional Social Media Account (Instagram) for VSU Alumni to increase engagement	ACRO Head/ Communication and Media Production Specialist	1	-	-	-	-	-	
Total Over-all Rating								73.97	
Average Rating								4.93	
Adjectival Rating								Outstanding	

Note: * - No Balance for 2022 online PPMP; Not yet schedule for 2023 online PPMP


Received by:


TONI MARC L. DARGANTES
Planning Office
Date: 7/12/2022

Calibrated by:


DANIEL LESLIE S. TAN
Chairman, PMT
Date: 7-22-22

Approved by:


EDGARDO E. TULIN
University President
Date: 7/26/22

- 1 – quality
- 2 – Efficiency
- 3 – Timeliness
- 4 - Average