



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE BOARD SECRETARY**

2/F Administration Building  
Visca, Baybay City, Leyte, 6521-A PHILIPPINES  
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**OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)**

I, GUIRALDO C. FERNANDEZ, JR., Head of the OFFICE OF THE BOARD SECRETARY 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 2021.

GUIRALDO C. FERNANDEZ, JR.

Head of Unit

Appointment	Appointment/ Status	No.
Head	Board Secretary	1
Admin./Regular	Admin. Officer III	1
Admin/Casual	Admin. Aide III	1
<b>Total</b>		<b>3</b>

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



Approved:

EDGARDO E. TULIN

President 2/28/22

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>OUS - MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS</b>	<b>PI1</b> Number of BOR Meetings facilitated	GC Fernandez, Jr. VV Balbarino, AD Israel	5 meetings	2 meetings	5	5	5	5.00	
	<b>PI2</b> Number of Pages of Completed BOR Minutes of Meetings	GC Fernandez, Jr.	40 pages	65 pages	5	5	5	5.00	
	<b>PI3</b> Number of BOR Full Blown Resolutions Prepared	GC Fernandez, Jr.	25 BOR Resolutions	8 BOR Resolutions	5	5	5	5.00	
	<b>PI4</b> Number of BOR Matrix of Actions Prepared	GC Fernandez, Jr. VV Balbarino	2 Matrix of Actions	2 Matrix of Actions	5	5	5	5.00	
	<b>PI5</b> Number of Excerpts of BOR Minutes of Meetings Prepared	VV Balbarino	25 Excerpts	-	-	-	-	-	

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	<b>PI6</b> Number of pages/documents scanned & converted into a PDF File for BOR Deliberations (Teleconference)	AD Israel	50 pages	80 pages	5	5	5	5.00	
	<b>PI7</b> Number of BOR Proceedings Transcribed	VV Balbarino	2 Proceedings	2 Proceedings	5	5	5	5.00	
	<b>PI8</b> Number of Letter Requests Prepared and Approved by BOR Chair to Route BOR Referendum	GC Fernandez, Jr.	5 Requests	8 Requests	5	5	5	5.00	
<b>OUS - MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY</b>	<b>PI1</b> Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	GC Fernandez, Jr. VV Balbarino AD Israel	3 Meetings	10 Meetings	5	5	5	5.00	
	<b>PI2</b> Number of pages of Completed UADCO & UAC Minutes of Meetings	GC Fernandez, Jr.	40 pages	50 pages	5	5	5	5.00	
	<b>PI3</b> Number of UADCO/UAC Proceedings Transcribed	VV Balbarino	3 proceedings	8 proceedings	5	5	5	5.00	
	<b>PI4</b> Number of pages/documents scanned & converted into a PDF File for UADCO & UAC Discussions (Teleconference)	VV Balbarino AD Israel	5 documents	50 documents	5	5	5	5.00	
	<b>PI5</b> Number of Referendum Materials prepared for University Academic Council Action	VV Balbarino	15 Materials	3 Materials	5	5	5	5.00	
	<b>PI6</b> Number of special / ADHOC Committee Meetings attended	GC Fernandez, Jr.	3 meetings	3 meetings	5	5	5	5.00	



MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>OUS - MFO 3. ADMIN. GENERAL SUPPORT SERVICES</b>	<b>PI1</b> Number of Requests Received	AD Israel	5 documents	25 documents	5	5	5	5.00	
	Number of Requested Documents Released	AD Israel	5 documents	20 documents	5	5	5	5.00	
	<b>PI2</b> Number of Documents Received for UADCO/UAC/BOR Meetings	AD Israel	25 Documents	65 Documents	5	5	5	5.00	
	<b>PI3</b> Number of Vouchers for BOR PER DIEMs Prepared	VV Balbarino	2 Vouchers	2 Vouchers	5	5	5	5.00	
	<b>PI4</b> Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted	GC Fernandez, Jr. VV Balbarino AD Israel	100% Submitted	100% Submitted	5	5	5	5.00	
	<b>PI5</b> Number of ISO related documents prepared/complied	GC Fernandez, Jr. VV Balbarino AD Israel	3 documents	3 documents	5	5	5	5.00	
<b>Total Over-all Rating</b>					<b>95</b>	<b>95</b>	<b>95</b>	<b>95.00</b>	
<b>Average Rating</b>					<b>5</b>	<b>5</b>	<b>5</b>	<b>5.00</b>	
<b>Adjectival Rating</b>					<b>Outstanding</b>				

Received by:

Calibrated by:

Approved by:

  
**DILBERTO O. FERRAREN**

Vice President, PRGAS

  
**DANIEL LESLIE S. TAN**

Chairman, PMT

  
**EDGARDO E. TULIN**

President

Date:

MAR 02 2022

Date:

3/2/22

Date:

2/28/22

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