



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE CHANCELLOR**

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

I, QUENSTEIN D. LAUZON, 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 - June 2021

QUENSTEIN D. LAUZON  
Chancellor, VSU Tolosa  
Date: 07/15/2021

BEATRIZ S. BELONIAS  
Vice Pres. For Academic Affairs  
Date: 7/15/2021

**INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE):**

	Min. FTE	Total FTE	Research	Publication	Extension
Department Head	4			0	
Faculty w/ Univ. Designated Position	2.5			0	
(Teacher's Leave)*	12			0	
Regular Faculty (Teacher's Leave)	18			0	
Part time Faculty Members*	24			0	
Admin Staff Members	0			0	
<b>TOTAL:</b>				0	

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

**Note:**  
\* On vacation-sick-leave status. Ratio of Instruction and RDE commitments should determined based on FTE of 18 units  
\*\* On Teacher's Leave status. Minimum FTE required is 18 units  
\*\*\* Professors and Associate Professors are required to commit RDE outputs (Please Performance Indicators under Research (UMFO 3) and extension (UMFO 4))

MFO No.		Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
					% Accom-plishment	Details of Accom-plishments	Quality	Efficiency	Timeliness	Average		
MFO 1	ADVANCED EDUCATION SERVICES (20%)											
	OVPI MFO 1. Graduate Degree Program Management Services											
	1	PI 1. Percentage of graduate school faculty engaged in research	CFAS Dean									
	a.	pursuing advanced research degree program (Ph.D) *		2 (100%)	150%	Three faculty members pursuing graduate degree (RPGonzales, FCGenson and MDLAlilbangbang)	5.00	5.00	5.00	5.00		
	b.	actively pursuing in the last three (3) years (investigative research, basic and applied scientific research, policy research social science research)		2 (100%)	100%	Two graduate faculty members are actively engaged in research (QDLauzon and JRAMontajes)	5.00	5.00	5.00	5.00		
	c.	producing technologies for commercialization or livelihood improvement		1		will be conducted in the succeeding rating period of July-December 2021						
	d.	whose research resulted in an extension program		1		will be conducted in the succeeding rating period of July-December 2021						
	OVPI MFO 2. Graduate Student Management Services											
	PI 1: Percentage of graduate students enrolled in research degree programs *			100%	100%	All graduate students are enrolled in the MS Fisheries program (with thesis)	5.00	4.50	4.50	4.67		2%
	PI 2: Percentage of accredited graduate programs *					MS Fisheries program for COPC application by July-December 2021						2%
	PI 3: Number of graduate degree specializations offered and monitored *			1	200%	MS Fisheries with two specializations: Aquaculture and Fish Processing Technology	5.00	5.00	5.00	5.00		2%
	PI 4: Total FTE coordinated, implemented & monitored*			25	58%	A total number of 14.625 for the five faculty members handling graduate courses	5.00	5.00	5.00	5.00		2%
	PI 5: Percentage increase in number of graduate students enrolled *			19 (old)+3 (new) (15.79%)	0%	No increase is incurred since 4 graduate students opted for LOA						2%
	PI 6: Percentage increase in number of students who graduated within											2%
	PI 7: Number of graduate students awarded with honors/distinction *											2%
	PI 8: Number of graduate students advised *			5	100%	A total of 5 graduate students advised under thesis	5.00	5.00	5.00	5.00		2%
	PI 9: Number of instructional materials developed *											
	On-line ready courseware			22	9%	No Learning Guides were developed for the Graduate School, only 1 Case Study Guide and 1 Laboratory Guide were developed.	4.00	4.00	4.00	4.00		

	Flexible instructional materials		22	100%	Consist of 22 OBE Course Syllabi and Powerpoint Lectures	4.50	4.50	4.50	4.50		
	Assessment tools		22	182%	A total of 40 Formative & Summative Tests Case Study Reports	5.00	5.00	5.00	5.00		
	PI 10: Number of virtual classrooms created and operationalized		22	37%	8 graduate courses offered for the semester with virtual classrooms	4.00	4.00	4.00	4.00		
MFO 2	HIGHER EDUCATION SERVICES (50%)										
	PI 1. Percentage of first time licensure exam takers that pass the licensure										
	CFAS	Deans	61%	0%	Licensure examination is scheduled on October 2021						7.5%
	CTEAS			0%	No LET Exam within Jan-June 2021.						7.5%
	CCJE			0%	No licensure exam scheduled within Jan-June 2021						7.5%
	PI 2. Percentage of graduates (2 years prior) that are employed *										
	CFAS	Deans	82%	94%	27 graduates employed out of 35 graduates tracked; total no. of graduates is 42	4.50	4.50	4.50	4.50		2.5%
	CTEAS			57%	56 graduates were tracked and 26 of them are currently employed.	4.50	4.50	4.50	4.50		2.5%
	CCJE										2.5%
	PI 3. Percentage of undergraduate student population enrolled in CHED-										
	CFAS	Deans	100%	100%	BS Fisheries program is CHED-identified priority program	5.00	5.00	5.00	5.00		2.5%
	CTEAS		100%	100%	All BEEd & BSEd Students are enrolled in CHED-identified courses.	5.00	5.00	5.00	5.00		2.5%
	CCJE										2.5%
	PI 4. Percentage of undergraduate programs with accreditations *										
	CFAS	Deans	1 (100%)	100%	BS Fisheries program is Level 2 accredited	5.00	5.00	5.00	5.00		2.5%
	CTEAS		2 (100%)	100%	BEEd & BSEd Program are Level II Accredited	5.00	5.00	5.00	5.00		2.5%
	CCJE		1 (100%)	100%	BS Criminology Program are Level I Accredited	5.00	5.00	5.00	5.00		2.5%
	PI 5: Total FTE, coordinated, implemented and monitored *										
	CFAS	Department Heads	110	118%	A total number of 129.65 FTE for 7 faculty members	5.00	5.00	5.00	5.00		20%
	DTE		1,000	49%	488.65 FTE implemented & monitored for the 1st half of the year.	5.00	5.00	5.00	5.00		20%
	DAS		600	50%	680.15 total FTE of 24 faculty members of this 2nd semester 2020-2021.	5.00	5.00	5.00	5.00		20%
	CCJE		1,000	113%	615.85 FTE implemented & monitored for the 1st half of the year	5.00	5.00	5.00	5.00		20%
	PI 8: Number of students advised: *										
	On thesis/ field practice/special problem										
	CFAS	Deans	19	105%	A total of 20 students advised (1 BS Fisheries enrolled in Undergraduate Thesis and 19 BS Fisheries enrolled in OJT)	5.00	5.00	5.00	5.00		1%
	CTEAS		15 (DTE)	100%	15 Students refer to the department as to the submission of portfolio especially if there is in need of assistance due to lack of gadget & other instruction-related.	5.00	5.00	5.00	5.00		1%
	CCJE		121	100%	OJT students are required to submit a portfolio as one of the course requirements.	5.00	5.00	5.00	5.00		1%
	No. of approved manuscript submitted within prescribed period										
	CFAS	Deans	1		Will be completed in the second rating period in July-December 2021	5.00	5.00	5.00	5.00		1%
	CCJE		25								1%
	On consultation										0.5%
	CFAS	Deans	100%	100%	All students seeking consultation were accommodated	5.00	5.00	5.00	5.00		0.5%
	CTEAS		100%	100%	Through the academic advisers the students were advised accordingly with regards to their academic & other related concerns.	5.00	5.00	5.00	5.00		0.5%
	CCJE		100%	100%	The students were advised accordingly in terms of their academics and other related concerns through Academic advisers.	5.00	5.00	5.00	5.00		0.5%
	PI 9: Number of student organizations advised/ assisted *										
	Student organizations advised										
	CFAS		2	100%	DOF-Student Council; Stowards of the Seas	5.00	5.00	5.00	5.00		1.25%
	DTE		2	250%	5 student organizations were advised namely: FEG, NML VSU TDC, VSU TOLOSA VARSITY TEAM & VSU CHORALE	5.00	5.00	5.00	5.00		1.25%

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	DAS	Faculty	6	83%	5 student organizations advised; Samahang Maka-Filipino, ObjectD Art, Electoral Board, The Dolphin, Science Educator Association etc.	5.00	5.00	5.00	5.00	1.25%	
	CCJE		2	100%	2 students organization were advised namely: LexPro Reo and WEMC	5.00	5.00	5.00	5.00	1.25%	
Student organizations assisted on student related activities											
	CFAS		Deans, Dept. Heads & Faculty	2	100%	DOF-Student Council, Stewards of the Seas	5.00	5.00	5.00	5.00	1.25%
	DTE			2	100%	VSU Chorale in their student-related activity: Virtual Alumni & Webinar on Kanta Binisaya	5.00	5.00	5.00	5.00	1.25%
	DAS	6		150%	8 student organization activities assisted	5.00	5.00	5.00	5.00	1.25%	
	CCJE	1		100%	Criminology Days	5.00	5.00	5.00	5.00	1.25%	
PI 10: Number of instructional materials developed *											
On-line ready courseware											
	CFAS	Deans, Dept. Heads & Faculty	14	107%	15 Learning Guides and Workbook were developed for the course offered.	5.00	5.00	5.00	5.00		
	DTE										
	DAS			(additional output)	32 instructional developed in 2nd semester 2020-2021	5.00	5.00	5.00	5.00		
	CCJE									1.25%	
Flexible instructional materials											
	CFAS	Dept. Heads & Faculty	22	64%	A total number of 14 Powerpoint Lectures, Videos and other downloaded materials	5.00	5.00	5.00	5.00		
	DTE		98	43%	42 Flexible Instructional Materials were developed by DTE faculty members	5.00	5.00	5.00	5.00		
	DAS		15	127%	19 flexible instructional materials of DAS faculty were developed.	5.00	5.00	5.00	5.00		
	CCJE		20	165%	33 Flexible Instructional Materials were crafted and implemented by CCJE Faculty members.	5.00	5.00	5.00	5.00		
Assessment tools											
	CFAS	Dept. Heads & Faculty	22	391%	A total of 88 Formative and Summative Tests, including Laboratory Activity Reports were developed.	5.00	5.00	5.00	5.00		
	DTE		10	200%	20 Assessment Tools were developed & implemented	5.00	5.00	5.00	5.00		
	DAS		10	1420%	142 assesment tool were developed for this 2nd semester 2020-2021 of DAS	5.00	5.00	5.00	5.00		
	CCJE		30	103%	31 Assessment Tools were developed and implemented	5.00	5.00	5.00	5.00		
PI 10: Number of virtual classrooms created and operationalized											
	CFAS		22	64%	A total of 14 VSUEE were created since there were only 14 Professional and Elective Courses offered in the program for the semester.	4.50	4.50	4.50	4.50		
	DTE		207	20%	42 Virtual Classrooms were created & operationalized in the VSUEE. NOTE: The virtual classroom in VSUEE is counted regardless of the # of instructors teaching the course unlike google classroom.	4.00	4.00	4.00	4.00		
	DAS		45	76%	34 virtual classroom were created and operationalized.	4.50	4.50	4.50	4.50		
	CCJE		20	85%	17 Virtual classrooms were created and operationalized in the VSUEE	4.50	4.50	4.50	4.50		
PI 11: Additional Outputs											
MFO 3	RESEARCH SERVICES (10%)										
PI 1, Number of research outputs in the last three (3) years utilized by the											
	ODREIC	Director	3							2%	
	CFAS		2								
	CFAS	Deans, Dept. Heads & Faculty	1	100%	Using Reliability and Item Analysis to Evaluate a Developed Test for the Fisheries Scholarship Program (FSP) Qualifying Examination	5.00	5.00	5.00	5.00		
	CTEAS (DTE)										
	DAS		2	50%	A Philosophical Analysis of Compatibilism from the Indiginous; Notion of Kahimtay understanding the Labor through Lens of Kahimtay and John Paul III's Philosophy.	4.00	4.00	4.00	4.00		
	CCJE				0%						
PI 2, Number of research outputs completed within the year *											
			3							2%	

	CFAS	Deans, Dept. Heads & Faculty	1	0%						Targetted to be accomplished by July to December 2021	
	CTEAS		1	0%						Targetted to be accomplished by July to December 2021	
	CCJE		1	0%						Targetted to be accomplished by July to December 2021	
	PI 3. Percentage of research outputs published in internationally-referred or In refereed int'l journals		6 (100%)								1.50%
	In refereed nat'l/regional journals										0.50%
	CFAS	Deans, Dept. Heads & Faculty	2	0%						Targetted to be accomplished by July to December 2021	
	DTE		1	100%	Under review: Students' Need Satisfaction: Relationship with Psychological	5.00	5.00	5.00	5.00		
	DAS		1	0%						Targetted to be accomplished by July to December 2021	
	CCJE		2	0%						Targetted to be accomplished by July to December 2021	
	PI 4. Number of research outputs presented in regional/national/ int'l In int'l fora/conferences										
	In nat'l/regional fora/conferences										
	CFAS	Deans, Dept. Heads & Faculty	1	0%						Targetted to be accomplished by July to December 2021	
	DTE		1	0%						Targetted to be accomplished by July to December 2021	
	DAS		1	0%						Targetted to be accomplished by July to December 2021	
	CCJE		1	0%						Targetted to be accomplished by July to December 2021	
	PI 5. Percent of research proposals approved *		7 (100%)								
	CFAS	Deans, Dept. Heads & Faculty	2	100%	2 research proposals approved: (Use of Fish Aggregating Devices (FAD) for Monitoring the Changes of Fishery Resources in Region VIII; Development of Nutrient-Rich Food Products from Jicama ( <i>Pachyrhizus erosus</i> L.)	5.00	5.00	5.00	5.00		
	DTE		2	100%	Proposals on Employability Skills & Solid Waste Management approved.	5.00	5.00	5.00	5.00		
	DAS		1	0%							
	CCJE		2	0%	5 research proposal were submitted to ODREIC for approval.						
	PI 6. Additional outputs* No. of research-related awards (research conducted by faculty or student w/ EXTENSION SERVICES (10%)										1.50%
MFO 4	PI 1. Number of active partnerships with LGUs, industries, NGOs, NGAs, ODREIC	Director	5								2.0%
	CFAS	Deans, Dept. Heads & Faculty	1	100%	MOA with LGU-Tolosa	5.00	5.00	5.00	5.00		2.0%
	DTE		1	100%	1 Extension Project is being implemented @ Tanghas Elementary School	5.00	5.00	5.00	5.00		2.0%
	DAS		1	100%	Selected Barangays in different Municipalities of the Region and Training Mother's Perception towards Behavioral Teaching to Children in the Context of Pandemic.	5.00	5.00	5.00	5.00		
	CCJE		1	100%	1 extension project is being implemented @ Brgy Tanghas, Tolosa, Leyte	5.00	5.00	5.00	5.00		
	PI 2. Number of trainees weighted by the length of training *	Director	1000								
	ODREIC	Deans, Dept. Heads & Faculty	200								
	CFAS		200	0%							
	DTE		200	80%	177 beneficiaries from Tanghas Elementary School	4.00	4.00	4.00	4.00		
	DAS		200	0%						Targetted to be accomplished by July to December 2021	
	CCJE		200	0%						Targetted to be accomplished by July to December 2021	
	PI 3. Number of extension programs organized and supported consistent with ODREIC	Director	3								
	CFAS		1		will be conducted in the succeeding rating period of July -December 2021 (Reestablishment of vegetable fish noodles processing in Borak, Tolosa, Leyte						



	DTE	Deans, Dept. Heads & Faculty	1	100%	Adopt A School Project	4.50	4.50	4.50	4.50		2.0%
	DAS										2.0%
	CCJE		1	100%	*VSU-CCJE VS Covid 19 Padayon Pagbulig ha Komunidad han Tolosa*	4.50	4.50	4.50	4.50		2.0%
	PI 4. Percentage of beneficiaries who rated the training course/s and advisory	Director	95%								
	ODREIC		95%								
	CFAS		95%	0%						Targetted to be accomplished by July to December 2021	
	DTE	Deans, Dept. Heads & Faculty	95%	0%						Targetted to be accomplished by July to December 2021	1.0%
	DAS		95%	0%						Targetted to be accomplished by July to December 2021	1.0%
	CCJE		95%	0%						Targetted to be accomplished by July to December 2021	1.0%
	PI 5. Number of technical/expert services *										
	Research Mentoring	ODREIC	2	2	Monitored 2 Government Internship Program (GIP) interns from LGU Tolosa in Crafting Research and Extension Proposal	4.00	4.00	4.00	4.00		
	Peer reviewers/Panelists		3	33%	Dr. Quenstein D. Lauzon as panelist during the Online Research and Development Review in PIT.	5.00	5.00	5.00	5.00		
	Resource Persons		3	0%							
	Convenor/Organizer	ODREIC, Deans, Dept. Heads & Faculty	1	100%	Organized the Webinar, Conservation and Management of the Resources in Fisheries in June 18, 2021.	5.00	5.00	5.00	5.00		
	Consultancy		1	0%							
	Evaluator		1	100%	Dr. Quenstein D. Lauzon as expert evaluator during the 2021 Undergraduate Student Research Competition in SSU.	5.00	5.00	5.00	5.00		
	PI 8. Percent of extension proposals approved *	ODREIC, Deans/Heads	60%		On the crafting processes: Reestablishment of vege-fish noodles processing in Borak, Tolosa, Leyte						
	PI 11. Additional outputs *										
	No. of extension-related awards (extn. conducted by faculty or student & Support to Operations										1.5%
MFO 5	OVPI MFO 1. Faculty Development Services										
	PI 1: Number of faculty pursuing advanced research degree programs (PhD)										
	CFAS		3 (PhD)	100%	Three faculty members pursuing graduate degree (RP Gonzales, FCGenson and MDLalibangbang)	5.00	5.00	5.00	5.00		0.625%
	DTE	Dept. Head & Faculty	9 (MS), 1 (PhD)	150%	15 faculty are currently pursuing their Masters' Degree.	5.00	5.00	5.00	5.00		0.625%
	DAS		8 (MS); 1 (PhD)	143%	2 faculty currently pursuing Ph.D. and 8 faculty are currently pursuing and finishing Master's Degree.	5.00	5.00	5.00	5.00		
	CCJE		6 (MS); 2 (PhD)	150%	2 faculty are currently pursuing Ph.D. and 10 faculty for Master's Degree	5.00	5.00	5.00	5.00		0.625%
	OVPI MFO 2. Faculty Recruitment/Hiring Services										
	PI 2: Number of faculty recruited/hired based on needed competencies and										
	CFAS		1	100%	One new recruit for Fish Processing and Technology, (Riza R. Regato)	5.00	5.00	5.00	5.00		0.125%
	DTE	Dept. Head & Faculty	6	50%	3 Part Time were hired for the 2nd semester, SY: 2020-2021.	4.00	4.00	4.00	4.00		0.125%
	DAS		19	47%	9 part-time faculty were hired this 2nd semester 2020-2021.	4.00	4.00	4.00	4.00		0.125%
	CCJE		8	100%	8 parttime faculty were hired for the 2nd semester S.Y. 2020-2021	5.00	5.00	5.00	5.00		0.125%
	OVPI MFO 3. Faculty Evaluation Services										
	PI 3: Number of seminars/trainings/ conventions/workshops coordinated for entire university *	ODAA	1	200%	Coordinated 2 orientation/workshop for VSU-Tolosa (Orientation for Newly Hired Instructors and VSUEE Retooling webinar)	5.00	5.00	5.00	5.00		0.25%
	PI 4: Number of seminars/trainings/ conventions/workshops coordinated	ODAA	1								
	PI 5: Percentage of faculty rated by students with at least very satisfactory										
	CFAS		90%	100%	4 faculty members rated Outstanding and 2 faculty members rated Very Satisfactory	5.00	5.00	5.00	5.00		0.75%
	DTE	Dept. Head & Faculty	90%	100%	All DTE Faculty were rated Outstanding.	5.00	5.00	5.00	5.00		0.75%
	DAS		90%	100%	Were rated as Outstanding in the TPES	5.00	5.00	5.00	5.00		0.75%



	CCJE		90%	100%	Only one faculty were rated Very satisfactory and the rest are Outstanding.	5.00	5.00	5.00	5.00		0.75%
	PI6: Number of in-house seminars/trainings/ workshops/reviews conducted *	ODREIC	2								0.25%
	OVPI MFO 4. Program and Institutional Accreditation Services										
	PI 8.Compliance to all requirements thru the established/adequate									Zero non-conformity (No NC)	
	General Admin. & Support Services (GASS)										
	PI 1. Submission of College/Department PPMP for the following year within	Supply Office	100%								
	PI 2. Zero percent complaint from clients served		0%								
	PI 3. Number of coaching sessions among faculty & staff**	Deans	15	107%	A total of 16 coaching sessions (2 CFAS, 1 DTE, 1 CCJE, 10 DAS, 2 ODAA)	5.00	5.00	5.00	5.00		120%
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	OC, ODAF, Deans	5	560%	A total of 28 planning meetings, and tracking and monitoring of targets (5 CFAS, 6 CCJE, 3 DTE, 5 DAS, 9 ODAA)	5.00	5.00	5.00	5.00		
	PI 3: Additional Outputs										
	Number of Best practices/new initiatives in academic units' management										
	SUPPORT TO OPERATIONS										
	MFO 1. Student Services										
	PI 1: Facilitate students insurance	Scholarship Coordinator	100%	100%	2,001 Facilitated & updated students insurance for 2nd Semester S.Y. 2020-2021	5.00	5.00	5.00	5.00	2,001 Facilitated & updated students insurance for 2nd Semester S.Y. 2020-2021	
	PI 2: Coordinate with recognized students' organizations	Student Organization's Coordinator	100%	100%	There were 17 recognized organizations	5.00	5.00	5.00	5.00	There were 17 recognized organizations	
	PI 3: Release Certificates of Good Moral	Director, ODSAS & Clerk	100%	100%	Released 376 Certificate of Good Moral Character	5.00	5.00	5.00	5.00	Released 376 Certificate of Good Moral Character	
	PI 4: Release certification of non involvement of the student/alumni to a Left Learning Organization	Director, ODSAS & Clerk	85%	100%	Released 32 certificate of non involvement/alumni to a left leaning Organization	5.00	5.00	5.00	5.00	Released 32 certificate of non involvement/alumni to a left leaning Organization	
	PI 5: Release OSS forms (stub)	Director, ODSAS & Clerk	100%	100%	Every requestee were granted requests for forms & the like	5.00	5.00	5.00	5.00	Every requestee were granted requests for forms & the like	
	PI 6: Approve application for leave of absence	Director, ODSAS & Clerk	100%	100%	1 have been approved for their leave of absence	5.00	5.00	5.00	5.00	1 have been approved for their leave of absence	
	PI 7: Approve General Clearance	Director, ODSAS & Clerk	100%	100%	33 have been approved for their general clearance	5.00	5.00	5.00	5.00	33 have been approved for their general clearance	
	PI 8: Release Student Handbook	Head, OSS & Clerk								None for 2nd Semester S.Y 2020-2021	
	PI 9: Approve Information for posting	Director, ODSAS & Guidance Counselor	100%	100%	Information have been posted through the official facebook page of VSU Tolosa & through the bulletin boards	5.00	5.00	5.00	5.00	Information have been posted through the official facebook page of VSU Tolosa & through the bulletin boards	
	PI 10: Post enrolment procedures	Head, OSS, Guidance Counselor & OSS, Clerk	100%	100%	All students were accommodated for enrollment	5.00	5.00	5.00	5.00	All students were accommodated for enrollment	
	MFO 2. VSU Coverage Admission Test										
	PI 1: Information Dissemination	Director, ODSAS, Guidance Counselor & OSS, Clerk	100%	100%	Information have been posted through the official page of VSU Tolosa	5.00	5.00	5.00	5.00	Information have been posted through the official page of VSU Tolosa	100%
	PI 2: Contact VSU CAT Takers who are 4P's Beneficiaries	Guidance Counselor	100%	100%	Qualified 4Ps beneficiaries were contacted to enrol in the campus	5.00	5.00	5.00	5.00	Qualified 4Ps beneficiaries were contacted to enrol in the campus	
	PI 3: Release of results	Head, OSS & Guidance Counselor	100%	100%	Results have been released & qualifiers have have admitted to VSU Tolosa	5.00	5.00	5.00	5.00	Results have been released & qualifiers have have admitted to VSU Tolosa	
	MFO 3. VSU-Tolosa Dormitory										
	PI 1: Information Dissemination	Dorm Manager & Male & Female Adviser	75%	100%	Memos, minutes, and other information have been posted, and/ or disseminated	5.00	5.00	5.00	5.00	Memos, minutes, and other information have been posted, and/ or disseminated	
	PI 2: Application of Dorm Residency	Dorm Manager	70%	100%	12 applicants of dorm residency	5.00	5.00	5.00	5.00	12 applicants of dorm residency	
	PI 3: Orientation of Dorm Residency	Dorm Manager	70%	100%	Dorm residents were oriented upon approval of their application	5.00	5.00	5.00	5.00	Dorm residents were oriented upon approval of their application	
	PI 4: Admission	Dorm Manager	75%	100%	12 Dorm applicants satisfied requirements o be admitted in the dormitory	5.00	5.00	5.00	5.00	12 Dorm applicants satisfied requirements o be admitted in the dormitory	
	MFO 4. Scholarship Services										
	PI 1: Provide scholarship opportunities	Scholarship Coordinator	250	100%	1553 scholars/TES grantees	5.00	5.00	5.00	5.00	1553 scholars/TES grantees	
	PI 2: Facilitate release of scholars/grantees allowances	Scholarship Coordinator	100%	100%	Facilitated timely released of scholars/TES grantees	5.00	5.00	5.00	5.00	Facilitated timely released of scholars/TES grantees	
	MFO 5. Student Organizations										
	PI 1: Conduct meeting to different organizations	Student Organization Coordinator	100%	100%	Conducted 3 virtual meetings with different organizations	5.00	5.00	5.00	5.00	Conducted virtual student leaders meeting	
	MFO 6. Guidance Services										
	PI 1: Assist students personal, educational, & professional growth	Director, ODSAS, Guidance Counselor & OSS, Clerk	80%	90%	Posting of infographics related to personal, educational adjustments, and job opportunities	4.50	4.50	4.50	4.50	Posting of infographics related to personal, educational adjustments, and job opportunities	90%
	PI 2: Collect individual inventory of students	Guidance Counselor	85%	100%	Basic information of enrolled students are sourced from the Cumulu	5.00	5.00	5.00	5.00	Basic information of enrolled students are sourced from the Cumulu	



	PI 3: Update of the Individual Inventory Form for continuing students	Guidance Counselor	85%	100%	Updated basic information of enrolled students were sourced from the Cumulus	5.00	5.00	5.00	5.00	Updated basic information of enrolled students were sourced from the Cumulus	
	PI 4: Implement Department Based Guidance Facilitator Program	Guidance Counselor	90%	100%	Every year level in every degree program has Department-Based Guidance Facilitator (Academic Adviser)	5.00	5.00	5.00	5.00	Every year level in every degree program has Department-Based Guidance Facilitator (Academic Adviser)	
	PI 5: Implement Needs Based Guidance and Counselling Program	Guidance Counselor	70%	70%	Implementation of online delivery of guidance services through Fbpage	4.00	4.00	4.00	4.00	Implementation of online delivery of guidance services through Fbpage	
	PI 6: Referral Services	Guidance Counselor	90%	75%	Referred students to other persons, professional or groups to better assist them with their concerns	4.00	4.00	4.00	4.00	Referred students to other persons, professional or groups to better assist them with their concerns	
	PI 7: Consultation Service	Guidance Counselor	95%	90%	Answered queries and assisted students, faculty and staff, and other stakeholders on matters that is within the expertise and knowledge of the counselor	4.50	4.50	4.50	4.50	Answered queries and assisted students, faculty and staff, and other stakeholders on matters that is within the expertise and knowledge of the counselor	
	PI 8: Follow-Up Service	Guidance Counselor	90%	70%	Followed up the status of students who have availed of any of the guidance services	4.00	4.00	4.00	4.00	Followed up the status of students who have availed of any of the guidance services	
	PI 9: Counseling	Guidance Counselor	85%	70%	Benchmarked on the conduct of tele-counseling/online; conducted tele-counseling/online counseling	4.00	4.00	4.00	4.00	Benchmarked on the conduct of tele-counseling/online; conducted tele-counseling/online counseling	
	PI 10: Information Service	Guidance Counselor	90%	90%	Disseminated relevant and necessary information to students which will assist them to make sound judgments and decisions in their academic, personal, and social endeavors	4.50	4.50	4.50	4.50	Disseminated relevant and necessary information to students which will assist them to make sound judgments and decisions in their academic, personal, and social endeavors	
	PI 11: Placement Service	Guidance Counselor	85%	85%	Coordinated with academic advisers/ DBGF regarding the academic standing of students; disseminated relevant and necessary information related to academic performance and career	4.50	4.50	4.50	4.50	Coordinated with academic advisers/ DBGF regarding the academic standing of students; disseminated relevant and necessary information related to academic performance and career	
	OVPI MFO 7. Medical Services										
	PI 1: Provide healthcare among students and employees	Campus Nurse	75%	100%	Health care were provided to employees upon visitation of the clinic	5.00	5.00	5.00	5.00	Health care were provided to employees upon visitation of the clinic	
	PI 2: Treatment of minor ailments	Campus Nurse	70%	45%	63 employees were treated for minor ailments	4.00	4.00	4.00	4.00	63 employees were treated for minor ailments	
	PI 3: Provide necessary health information through postings	Campus Nurse	75%	100%	Posting on bulletin boards, tarpaulin, online posting on messenger and group chat	5.00	5.00	5.00	5.00	Posting on bulletin boards, tarpaulin, online posting on messenger and group chat	80%
MFO 2	GENERAL ADMINISTRATIVE SUPPORT SERVICES										
	OVPI MFO 1. Student Services										
	PI 1: Facilitate on information dissemination	Director, ODSAS, Head, OSS & Clerk	100%	100%	Postings at bulletin boards & online posting were made & text brigades were also made	5.00	5.00	5.00	5.00	Postings at bulletin boards & online posting were made & text brigades were also made	
	PI 2: Furnish accomplishment reports	Head, OSS & OSS, Clerk	100%	100%	Furnish accomplishment reports & other required reports to VSU & to CHED	5.00	5.00	5.00	5.00	Furnish accomplishment reports & other required reports to VSU & to CHED	
	PI 3: Attends webinar workshop for professional development	Director, ODSAS, Head, OSS & Clerk	90%	100%	15 webinar workshop attended for professional development	5.00	5.00	5.00	5.00	15 webinar workshop attended for professional development	70.0%
	PI 4. Assist general supervision and improvement of environmental sanitation	Campus Nurse	90%	100%	6 times general disinfection of building and facilities	5.00	5.00	5.00	5.00	6 times general disinfection of building and facilities	
	OVPI MFO 2. Administrative & Facilitative Services										
	PI 1: Number of frontline academic services monitored & ensured to be customer friendly and efficient and citizen's charter posted conspicuously	Director, ODSAS	5 units	100%	All its frontline services are customer friendly and efficient	5.00	5.00	5.00	5.00	All its frontline services are customer friendly and efficient	
	OVPI MFO 3. Efficient and customer-friendly assistance										
MFO 6	PI 1: Efficient and customer-friendly assistance	All OSS staff, Guidance Staff, Medical & Dental Staff, Security Officers, Librarian Staff & Canteen Personnel	100%	100%	There has been zero complaint from students regarding OSS staff and its allied offices	5.00	5.00	5.00	5.00	There has been zero complaint from students regarding OSS staff and its allied offices	
	OVPI MFO 4. Extension Service										
	PI 1: Number of linkages/partnership established	Guidance Counselor, Scholarship Coordinator & Campus Nurse	10	75%	19 linkages and partnership have been established	4.00	4.00	4.00	4.00	19 linkages and partnership have been established	
	REGISTRAR										
	PI 1. Student Admission	OSS, Registrar, Deans	2,100	95%	2001 students admitted	4.50	4.50	4.50	4.50		
	PI 2. Class Scheduling/Room Utilization	Registrar, Deans, Dept. clerks, OSS	95%	100%	Prepared Class Scheduled/Room Utilization	5.00	5.00	5.00	5.00		
	PI 3. Listing and Posting of Enrolled Students	Registrar, MIST, Deans, Dept. Clerks	100%	100%	2001 students listed and posted	5.00	5.00	5.00	5.00		



	PI 4. Validation of ID's	Registrar Clerk	95%	33%	623 - Validated ID's out of 2001 ID's	4.00	4.00	4.00	4.00	
	PI 5. Evaluation of Grades	Registrar Computer Technician	85%	100%	306 grades evaluated out of 306 request for evaluation	5.00	5.00	5.00	5.00	
	PI 6. Request Transfer Credentials , OTR & Form 137-A	Registrar Clerk	85%	100%	290 Requests for Transfer Credentials, OTR and Form 137- A made out of 290 required (Graduating Students)	5.00	5.00	5.00	5.00	60
	PI 7. Prepared Midterm/Final Examination Schedule	Registrar Clerk	95%	-	-					Preparation of Midterm/Final Term schedule was suspended due to implementation of flexible learning
	PI 8. Received Transfer Credentials/Form 137-A from former Schools Attended	Registrar Clerk	80%	85%	480 - Received Transfer Credentials/Form 137-A from former Schools Attended	4.00	4.00	4.00	4.00	
	PI 9. Prepare Tentative List of Candidates for Graduation (2nd sem 2019-2020 )	Registrar Clerk	333	91%	306 Submitted as Tentative List of Candidate for graduation 2nd semester, SY 2020-2021)	4.00	4.00	4.00	4.00	
	PI 10. Prepared Class Schedule ( 2nd Sem. S.Y. 2019-2020 )	Registrar Department Clerk	95%	100%	Prepared Class Schedule for 2nd semester, SY 2021-2022 for all programs and blocks	5.00	5.00	5.00	5.00	
	PI 11. Enrolled Students	Registrar Clerk	2,100	95%	2001 enrolled students	4.50	4.50	4.50	4.50	
	PI 12. Check Gradesheets submitted	Registrar Clerk	98%	98%	442 - submitted gradesheets validated	4.50	4.50	4.50	4.50	
	PI 13. Furnished reports from the Registrar's Office to different Department Office	Registrar Clerk	95%	100%	16 out of 16 reports furnished to different Department Office (Enrollment Data, Data on Graduates, FTE Headcount, etc.)	5.00	5.00	5.00	5.00	
MFO 7	PI 14. Released Certification of Grades to CHED Scholars and other grantees	Registrar Clerk	95%	100%	1,969 Certification of Grades made out of 1,969 requests	5.00	5.00	5.00	5.00	
	PI 15. Released Transcript of Records/DIPLOMA Transcript of Records Diploma	Registrar Clerk	500 TOR/300 Diploma	100% (TOR), 67% (Diploma)	500 TOR released out of 500 requests. 202 DIPLOMA released out of 300	5.00	5.00	5.00	5.00	
	PI 16. Submit FTE Head Count to VSU-Main	Registrar Clerk	95%	100%	Furnished FTE Head Count of all VSUT faculty to the VSU-Main	5.00	5.00	5.00	5.00	50
	<b>Library Services</b>									
	Books recommended by the faculty are requested through purchase	Librarian, Library Clerk	80%	50%	Bibliographic entries of books for purchase request are prepared, encoded and submitted to Supply Office for procurement; Titles of free e-books were reviewed, selected, encoded	4.00	4.00	4.00	4.00	Bibliographic entries of books for purchase request are prepared, encoded and submitted to Supply Office for procurement; Titles of free e-books were reviewed, selected, encoded
	Number of books and non-book materials classified and catalogued	Librarian Library Clerk	90%	100%	25 new books are collated, 15 books to be catalogued are prepared, 15 Books are classified by using the DDC tools/online OPAC, 15 draft of card catalogs were prepared, 75 catalog cards bibliographic entries are printed, reviewed and edited	5.00	5.00	5.00	5.00	25 new books are collated, 15 books to be catalogued are prepared, 15 Books are classified by using the DDC tools/online OPAC, 15 draft of card catalogs were prepared, 75 catalog cards bibliographic entries are printed, reviewed and edited
	Number of books and other library materials recorded	Librarian Library Clerk	40	50%	25 books and other library materials are recorded in the accession book	4.00	4.00	4.00	4.00	25 books and other library materials are recorded in the accession book
	Error-free end processing of books	Librarian, Clerk Library	80%	95%	25 books and other library materials have been stamped with accession number, 25 Dewey Decimal Classification labels are prepared, 75 printed catalogue cards are proofread	4.50	4.50	4.50	4.50	25 books and other library materials have been stamped with accession number, 25 Dewey Decimal Classification labels are prepared, 75 printed catalogue cards are proofread
	Number of journals, magazines and newspapers subscriptions renewed and requested	Librarian	80%	50%	Journals, magazines and newspapers are recorded/requested	4.00	4.00	4.00	4.00	Journals, magazines and newspapers are recorded/requested
	Number of library clients given reference/information service	Librarian Clerk Library	10	50%	4 Clients were given reference and information service in person or via e-mail	4.00	4.00	4.00	4.00	4 Clients were given reference and information service in person or via e-mail
	Number of days perform duties in the circulation section	Librarian Clerk Library	6	65%	2 days performed duties in the circulation section	4.00	4.00	4.00	4.00	2 days performed duties in the circulation section
	Number of curricular programs prepared with list of library holdings	Librarian Clerk Library	90%	70%	List of holdings for curricular progrms are prepared and encoded	4.50	4.50	4.50	4.50	List of holdings for curricular progrms are prepared and encoded
	Number of linkages/partnership established	Librarian	5%	1	1 organization donated book to the library	4.00	4.00	4.00	4.00	1 organization donated book to the library
MFO 8	<b>GENERAL ADMINISTRATIVE SUPPORT SERVICES</b>									
	<b>MFO 1 Administrative and Support Services Management</b>									
	PI 1: Efficient and customer friendly frontline service	All Administrative Staff (HRMO; Acctg; Disbursing; Supply Office; Collecting; Assessment Office)	Zero complaint from clients served	100%	Zero complaint from clients served	5.00	5.00	5.00	5.00	
	PI 2. Number of linkages with external agencies maintained	Elvira L. Sabulao	3 (CSC Western Leyte Field Office, Ormoc; GSIS; Ombudsman)	188%	5 (CSC Western Leyte Field Office, Ormoc; GSIS; Ombudsman; HDMF & PhilHealth)	5.00	5.00	5.00	5.00	January to December



PI 3. Number of Committee assignment performed		7 committees as member (Personnel; Grievance; Scholarship; Advisory; Finance; PRAISE; DRMMC as DOC Secretariat)	71.42%	5 committees as member (Personnel; ; Scholarship; Advisory; Finance; and DRMMC)	4.50	4.50	4.50	4.50		
PI 4. Number of certification; service records and other personnel related documents issued and certified		100 documents	85%	85 documents issued as of June, 2021	4.50	4.50	4.50	4.50	January to December	
PI 5: Number of report submitted to Ombudsman; VSU Main Campus and CSC Ormoc City		1 SALN report to each agency	100%	1 SALN reported	5.00	5.00	5.00	5.00		
PI 6. Number of Authentication of HR Records/Documents		50 document	96%	49 documents certified as of June, 2021	4.50	4.50	4.50	4.50		
<b>MFO 2. Compliance of existing HRM Practices (Recruitment and Selection)</b>										
PI 1. Efficient and effective talent sourcing and screening using approved criteria	Elvira L. Sabulao	100% of vacancies posted (Academic & Administrative position) and 100% application processed and applicants screened	100%	100% of vacancies posted (Academic & Administrative position) and 100% application processed and applicants screened	5.00	5.00	5.00	5.00	26 vacancies posted and 43 applications processed and screened	
Number of Applicants profile and pre-screened applicants for further screening by Personnel Committee (Faculty position)										
PI 2. Percentage of approved Recommendation to hire processed within the prescribed time										
		100% of approved appointments received and issued to concerned faculty & staff; contract of service (Part-time & JO)	100%	100% of approved appointments received and issued to concerned faculty & staff; contract of service (Part-time & JO)	5.00	5.00	5.00	5.00		
<b>MFO 3. Implementation of Rewards and Recognition policies</b>										
PI 1. Percentage of implementation of Loyalty Award	Elvira L. Sabulao; Jonna A. Gallaron; Department Heads and Office Heads	100% of entitled employees given loyalty awards							July-December 2021 Targets	
<b>MFO 4. Implementation of Rewards and Recognition policies</b>										
PI 1. Percentage CSC/DBM policies on leave administration & other benefits implemented	Elvira L. Sabulao;	100% implemented	100%	100% of Leave Application certified and submitted to Office of the Chancellor for approval; Prepared NOSI due to length of service	5.00	5.00	5.00	5.00		
PI 2. Number of NOSI based on Length of service prepared and reviewed and submitted to Main Campus for approval	Elvira L. Sabulao; Jonna A. Gallaron	100% of qualified employees issued of NOSI based on meritorious performance	100%	4Personnel issued of NOSI	5.00	5.00	5.00	5.00		
<b>MFO 5. Performance Monitoring Systems Services</b>										
PI 1. Percentage submission of IPCRs followed-up; monitored, and received	Elvira L. Sabulao; Jonna A. Gallaron; Athena Mae L. Jacer	100% submission of IPCRs	100%	100% IPCR targets and rating with supporting documents	5.00	5.00	5.00	5.00		
<b>MFO 6. Learning and Development Services</b>										
PI 1. Implementation of learning and development for Faculty and Staff	Elvira L. Sabulao; Jonna A. Gallaron	95% of request for scholarship and attendance to training and seminars screened by Scholarsip Committee	100%	100% of requests facilitated	5.00	5.00	5.00	5.00		



	<b>MFO 7. Innovative and New Best Practices Development Services</b>										
	PI 1. Number of New HR System designed & implemented	Elvira L. Sabulao; Lelius Catalino V. Apostol	1 HR System	100%	Implemented Copetency-based Assessment of applicants	5.00	5.00	5.00	5.00		
	<b>MFO 8. Compliance to AACUP Accreditation/Evaluation</b>										
	PI 1. Number of Area Evidences/documents duly book bound and submitted to QAC	Elvira L. Sabulao & Area X Concerned Staff (Focal Persons)	100% documents book bound for Area X (Administration)							July-December 2021 Targets	
	<b>MFO 9. Proposal of Annual Budget for GAA and from Income</b>										
	PI 1. Number of Annual Budget Proposal for GAA & from Income submitted to Finance Office VSU Main Campus	Elvira L. Sabulao; Gaylieza F. Delos Santos	1 proposal from Income	100%	1 Budget Proposal for Special Trust Fund (F164) submitted for BOR approved	5.00	5.00	5.00	5.00		
	PI 2. Annual Budgetary allocation by Department/Offices/Units	Elvira L. Sabulao; Gaylieza F. Delos Santos Lelius Catalino v. Apostol	100% implemented	100%	Allocated funds to department/office in accordance with CMO #20	5.00	5.00	5.00	5.00		
	<b>MFO 10. Financial Documents for obligation</b>										
	PI 1. Request acted within 2 days from receipt	Elvira L. Sabulao; Gaylieza F. Delos Santos Analisa Ladrera	95% request acted	100%	100% of financial transaction/PO's obligated within 1 days upon request	5.00	5.00	5.00	5.00		
	<b>MFO 11. Budgetary Reports Preparation</b>										
	PI 1. Number of SAOB's; BFAR's submitted	Elvira L. Sabulao; Gaylieza F. Delos Santos Analisa Ladrera	100% Budgetary Reports prepared & submitted	100%	Budget report submitted within the prescribe period	5.00	5.00	5.00	5.00		
	<b>MFO 12. Administrative &amp; Support Services Management</b>										
	PI 1. Efficient & Friendly front - line service	Elvira L. Sabulao; Gaylieza F. Delos Santos Analisa Ladrera	Zero complaint from clients served	100%	Zero complaint from client's served	5.00	5.00	5.00	5.00		
	<b>MFO 13. Disbursement Vouchers Preparation</b>										
	PI 1. Valid DV's certified and forwarded for payment	Lyditt Issa B. Galban; Cristy Vivero; Blanca Mae Gomez	95% certification as to the completeness of attached documents, validity of transactions and availability of funds to DV for payment to all suppliers, personnel and for other services	100%	100% Certified various DVs as to its completeness, validity, and fund availability	5.00	5.00	5.00	5.00		
	<b>MFO 14. Pre-Audit Services</b>										
	PI 1. Documents received pre-audited	All Accounting Staff	95% Pre-audit all documents received as to its validity and legal aspects	100%	100% Pre-audited all documents received as to validity and legality	5.00	4.50	5.00	4.83		
	<b>MFO 15. Monthly Financial Reports, Quarterly and Special Purpose Reports</b>										
	PI 1. Prepared & submitted the required monthly, quarterly and special purpose reports for submission to concerned offices.	All Accounting Staff	95% Preparation of monthly, quarterly, and special purpose reports for submission to concerned offices	98%	98% Prepared monthly, quarterly, and special purpose reports	5.00	5.00	5.00	5.00		
	<b>MFO 16: Submission of Agency Annual Procurement Plan (APP)</b>										



	PI 1. BIR Forms prepared and submitted	Lyditt Issa B. Galban; Cristy Vivero; Rodilou Magos	95% preparation of BIR Forms 2306, 2307, and remittances	100%	100% Prepared BIR Forms 2306, 2307, and remittance forms and alphalist and submitted those required for submission	5.00	5.00	5.00	5.00		
	<b>MFO 17. Liquidation Services</b>										
	PI 1. Liquidation Reports received by the office were reviewed	All Accounting Staff	95% Review and sign liquidation reports of cash advances	100%	100% Reviewed and signed liquidation reports of cash advances	5.00	5.00	5.00	5.00		
	<b>MFO 18. Bank Reconciliation Statements</b>										
	PI 1. Bank Reconciliation Statements of all funds prepared and certified	Lyditt Issa B. Galban	95% Preparation of monthly Bank Reconciliation of all funds	100%	100% Prepared and certified Bank Reconciliation Statements for all funds	5.00	5.00	5.00	5.00		
	<b>MFO 19. Collection Services</b>										
	PI 1. Efficient and effective collection services	Collecting Officer	1,952 students	100%	1,998 students collected	5.00	5.00	5.00	5.00		
	PI 2. Efficient & customer-friendly frontline services	Collecting Officer	Zero percent complaints from dissatisfied clients	100%	No valid complaints from clients	5.00	5.00	5.00	5.00		
	<b>MFO 20. Report of Preparation</b>										
	PI 1. Processed and submitted 5 days after the prescribed schedule	Collecting Officer	90% submitted within the prescribed time frame	100%	Submitted to the accounting office	5.00	5.00	5.00	5.00		
	<b>MFO 21. Student Services</b>										
	PI 1. Percentage of student records update error free.	Collecting Officer	90% Post Payment of student records update error-free	100%	Recorded and updated Student Record Management System (SRMS)	5.00	5.00	5.00	5.00		
	PI 2. Percentage of Undergraduate students	Collecting Officer	90% signs under graduate/transferee student clearance acted 30minutes upon receipt of the documents	100%	Signed clearance of students	5.00	5.00	5.00	5.00		
	PI 3. Graduating/transferee student and clearance acted 1 day upon receipt of the documents.	Collecting Officer	90% signs graduating/ transferee student clearances acted 1 hour upon receipt of the documents	100%	Signed clearance of students	5.00	5.00	5.00	5.00		
	<b>MFO 22. Disbursement Services</b>										
	PI 1. Efficient & Customer friendly frontline Services	Frecy V. Yepez :Freddie Luz P. Ocaña	Zero percent complaint from dissatisfied clients	100%	100% Accomodated, facilitated, and comfortably assisted clients with respect and sincerity. Delivered services to the client with zero complaint.	5.00	5.00	5.00	5.00		
	PI 2. Disbursement Services	Frecy V. Yepez :Freddie Luz P. Ocaña	95% Compliant to all governing rules and regulations covering its operations	100%	100% Checked the legality and completeness of the supporting documents attached per DV for the payment of obligations. Categorized the mode of disbursement per transaction presented to fast track the release of such payment to concerned clients (with 303 number of transactions and 3,017 claimants)	5.00	5.00	5.00	5.00		
	PI 3. Payment Preparation	Frecy V. Yepez :Freddie Luz P. Ocaña	95% Check all the supporting documents per DV for the payment of obligations	100%	100% Issued checks without errors for payment to all approved DVs with complete supporting attachments/documents received which have valid value and legal basis for payment (with 1,000 number of transactions).	5.00	5.00	5.00	5.00		



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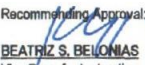
PI 1. Number of infrastructure development project formulated, reviewed, approved, and implemented	ODAF; Planning	4	75%		4.50	4.50	4.50	4.50		
PI 2. Number of academic, research, and administrative facilities and equipment purchase proposals or requests reviewed and approved	ODAF; Planning	3	100%		5.00	5.00	5.00	5.00		
PI 3. Number of repair & maintenance projects reviewed and approved	ODAF; Planning	6	100%		5.00	5.00	5.00	5.00		
<b>MFO 31. Physical Facilities Development and Maintenance</b>										
PI 1. Efficient and timely response to any requests for services on repair and maintenance on physical facilities	Quenstein D. Lauzon, Elvira L. Sabulao, Lelius Catalino V. Apostol	90%	95%	95% effectively and efficiently responded to all request for services	5.00	5.00	5.00	5.00		
PI 2. Effective implementation of new and existing infrastructure project in accordance with approved time frame and standards	Quenstein D. Lauzon, Elvira L. Sabulao, Lelius Catalino V. Apostol	90%	90%	90% project completed on approved budget	5.00	5.00	5.00	5.00		
PI 3. Effective fleet repair and preventive maintenance operations	Quenstein D. Lauzon, Elvira L. Sabulao, Lelius Catalino V. Apostol	95%	95%	95% operational and good running condition for service fleet	5.00	5.00	5.00	5.00		
PI 4. Effective repair and maintenance of electrical facilities and equipment	Quenstein D. Lauzon, Elvira L. Sabulao, Lelius Catalino V. Apostol	98%	100%	100% maintained and functional electrical facilities and equipment	5.00	5.00	5.00	5.00		
PI 5. Effective and preventive maintenance operations on plumbing and sewerage systems	Quenstein D. Lauzon, Elvira L. Sabulao, Lelius Catalino V. Apostol	100%	98%		4.50	4.50	4.50	4.50		
PI 6. Efficient and regular collection and proper disposal of garbage	Elvira L. Sabulao, Danilo Lerios	100%	95%		4.50	4.50	4.50	4.50		
Total Over-all Rating					967.17					
Average Rating			4.81%							
Adjectival Rating										


Received by:

  
**DANIEL LESLIE S. TAN**  
 Director for Planning and Infrastructure  
 Project Development and Monitoring

JUL 26 2021

Calibrated by:  
  
**REMBERTO S. PATINDOL**  
 Chairman, PMT  
 Date: 7/22/21

Recommending Approval:  
  
**BEATRIZ S. BELONIAS**  
 Vice Pres. for Instruction  
 Date: 7/22/21

Approved:   
**EDGARDO E. TULON**  
 President  
 Date:

To indicate in the remarks column the details of the targetted outputs for easy review and calibration.  
 No percentage weight for ranking purposes since these are activities only expected to be performed at the department level