



**VISAYAS**  
STATE UNIVERSITY

Office of the Head of the University Review Services  
CENTER FOR CONTINUING EDUCATION  
VISAYAS STATE UNIVERSITY



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

I, CHRISTY M. DESADES, Head of the Office of the Head of the University Review Services, 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 2023.

CHRISTY M. DESADES

Head

Date:

JUL 05 2023

ANGELICA P. BALDOS  
**ANGELICA P. BALDOS**

Director, Center for Continuing Education

Date:

JUL 05 2023

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

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)		RDE Commitments***		
			Research	Publication	Extension		
Head (URS)	1	18.00	18.00	0.00	1.00	0.00	
Admin Staff Members, URS	1	NA	NA	NA	NA	NA	
<b>TOTAL:</b>	<b>2</b>	<b>18.00</b>	<b>18.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	

Note:

\* On vacation-sick-leave status. Ratio of Instruction and RDE commitments should be 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))

Rating Equivalents:  
5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory

MFOs/PAPs	Performance Indicator (PI)	Units/Persons Responsible	Consolidated Targets of all departments*	Actual		Rating				Remark (Details of the targetted output indicators with **)
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	
UNIV MFO1: GENERAL ADMINISTRATION & SUPPORT SERVICES										
OVPPRGEA MFO 1. Administrative and Support Services Management	PI 1. Efficient & customer-friendly frontline service									
	PI 1.1 Percentage of complaints from clients served	Director, Unit Heads, Staff	100%	100%	Zero-percent complain	5.0	5.0	5.0	5.0	
	Percentage of reviewees assisted in PRC - related applications	Director, Unit Heads, Staff	100%	NA		NA	NA	NA	NA	Not in the 1st & 2nd Quarter target

	<b>PI 2. Effectively acted Administrative/financial documents</b>								
	PI 2.1 Number of official documents timely and effectively acted upon	Director, Unit Heads, Staff	50	120% (60/50)		5.0	5.0	4.0	4.7 Communications/requests, planning Documents (SWOT, ROAM, OTP, WFP, PPMP, OPCR, IPCR, other documents like manuals), applications, personnel documents (DTR, renewal contracts, etc), all documents related to function of and acted upon by units
	PI 2.2 Number of quality procedure prepared/revised	Director, Unit Heads, Staff	Actual output	100%		5.0	5.0	5.0	5.0 Preparation of Quality Procedure Manual for Conduct of Review Classes , Quality Procedure Manual on Offering of CPD Trainings
	PI 2.3 Number of administrative & management meetings conducted	Director, Unit Heads, Staff	12	67% (8/12)		5.0	5.0	4.0	4.7 Meetings with staff, with other units who have business with CCE
	<b>Average Rating</b>								
OVPPRGEA MFO 2. Planning, Management, and Monitoring Services	<b>PI 2. Efficient Planning and Monitoring Services</b>								
	PI 2.1 Number of programs/ <u>activities</u> /projects (PAPs) planned	Director, Unit Heads, Staff							
	<i>Number of programs designed to improve performance of graduates in licensure examination</i>	Director, Unit Heads, Staff	2	100% (2/2)		5.0	5.0	4.0	4.7 Review Class for Professional Teachers, Review Class for Agriculturists
	PI 2. 2 Number of programs/ <u>activities</u> /projects (PAPs) implemented	Director, Unit Heads, Staff							
	<i>Number of review programs implemented</i>		2	100% (2/2)		5.0	5.0	5.0	5.0 Review Class for Professional Teacher, Review Class for Agriculturists

	Number of online review programs offered		2	100% (2/2)		5.0	5.0	5.0	5.0	Review Class for Professional Teacher, Review Class for Agriculturists
	PI 3. Number of programs/ <u>activities</u> /projects (PAPs) monitored	Director, Unit Heads, Staff								
	Database on performance of VSU graduates in various licensure examinations		2	600% (12/2)		5.0	5.0	5.0	5.0	All degrees programs of VSU with licensure examinations
	Database of experts as lecturers and coaches		2	100% (2/2)		5.0	5.0	4.0	4.7	Review Class for Professional Teachers, Review Class for Agriculture
	Average Rating									
Total Over-all Rating									43.800	
Average Rating				0.01					4.870	
Adjectival Rating										

Received by:



**TONI MARC L. DARGANTES**

Planning Office

Date: JUL 05 2023

Calibrated by:



**DANIEL LESLIE S. TAN**

Chairman, PMT

Date: JUL 06 2023

Approved:



**EDGARDO E. TULIN**

President

Date: July 7, 2023

- \* The College target should be equal to the consolidated target of the departments under the College.
- \*\* To indicate in the remarks column the details of the targetted outputs for easy review and calibration.
- \*\*\* No percentage weight for ranking purposes since the Office of the Dean is automatically attached to the highest ranking department under him.