


Visayas State University  
Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR) 2019

I, **MA. EPIFANIA G. TUTTUD**, the University Registrar commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **July to December, 2019**.

  
**MA. EPIFANIA G. TUTTUD**  
University Registrar

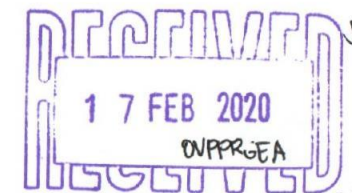
  
**BEATRIZ S. BELONIAS**  
VP for Instruction

OFFICE: REGISTRAR'S OFFICE

MFOS/PAPs	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
<b>Student records evaluation services</b>	No. of permanent student record evaluated and updated	E. OLLERAS R. MAALA H. NAPOLES M. BARTOLINI C. ESPINA M.P. BALO	5000	5,721	5	5	5	5	
	No. of candidates for graduation evaluated and verified		160	323	5	5	5	5.00	
	No. of Transcript of Records/certifications prepared and issued		1000	5,067	5	5	5	5.00	
	No. of Certificate of Transfer Credentials prepared and issued		120	449	5	5	5	5.00	
	No. of credentials checked and enrollment forms issued to new students		2000	2,550	5	5	5	5.00	
<b>Student records management services</b>	No. of student records of continuing and new students updated and filed	A. TAN K. VILLOCINO	5000	5,385	5	4	5	4.67	
	No. of report of grades issued to students		4000	4296	4	5	5	4.67	
	No. of clearance, dropping of grades, completion of grades, Leave of Absence forms issued and filed		450	489	4	5	5	4.67	
	No. of class, examination schedules prepared and posted	A. GALENGZOGA	1300	5718	5	4	4	4.33	
	No. of statistical reports prepared and submitted to requesting agencies		165	208	5	5	4	4.67	
	No. of list of graduates submitted to PRC and CHED		2	2	5	5	4	4.67	
	No. of students enrollment processed and finalized		3000	3425	5	5	5	5.00	

Dr. Registrar

OPCR H 720 J-14-20  
2271




MFOS/PAPs	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
	No. of class rosters checked	M. RESTOR	25	100	5	5	5	5.00	
	No. of grade sheets checked and approved		1100	1300	5	5	5	5.00	
<b>Other Outputs</b>	No. of office documents and outgoing documents received, recorded and filed	N. VILLAS	6500	10515	5	5	5	5.00	
	No. of meetings attended	M.E.TUdTUD	30	30	4	5	5	4.67	
	No. of documents signed by the Univeristy Registrar		8000	9500	5	5	5	5.00	
	No. of Identification Cards prepared and printed	M. RESTOR	2000	2634	5	5	5	5.00	
	No. of improvements of the Registrar's Computerized System and online registration implemented	M.E.TUdTUD M. RESTOR	5	15	5	4	4	4.33	
Total Over-all Rating								91.67	
Average Rating								4.82	
Adjectival Rating					Outstanding				

Received by:

Calibrated by:

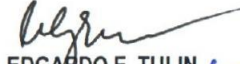
Recommending Approval:

Approved:

  
**DILBERTO O. FERRAREN**  
 Vic Pres. For Planning,  
 Resource Generation and  
 External Affairs

  
**REMBERTO A. PATINDOL**  
 Chairman, PMT

  
**BEATRIZ S. BELONIAS**  
 Vice Pres. for Instruction

  
**EDGARDO E. TULIN**  
 President