

Visayas State University

Vice-President for Planning, Resource Generation and External Affairs

Visca, Baybay City, 6521-A, Leyte, Philippines

OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCR)

I, DILBERTO O. FERRAREN, Vice-President for Planning, Resource Generation and External Affairs, 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 2019.

DILBERTÓ O. FERRAREN

Head of Unit

Date:

Approved:

University President

Date:

Personnel	Designation	Number
Head	VP for PRGEA	1
Regular Administrative Staff	Administrative Officer V	1
Regular Administrative Staff	Administrative Assistant II	1
Regular Administrative Staff	Administrative Aide III	1
Total		4

Rating Equivalents:	
5 - Outstanding	
4 - Very Satisfactory	
3 - Satisfactory	
2 - Fair	
1 - Poor	100

MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual	Rating				
				Accomp- lishment	Q	E	Т	A	Remarks
UNIV MFO1: GENE	CRAL ADMINISTRATION & SUPPORT SERVICES								
OVPPRGEA MFO 1. Administrative and Support Services Management	PI 1. Efficient & customer-friendly frontline service	PRGEA Staff	zero complaint	zero complaint	5	5	5	5.00	
	PI 2. Effectively acted Administrative/financial documents	PRGEA Staff	250	300	5	- 5	5	5.00	
	PI. 3. Offices and personnel efficiently supervised and monitored (OAS/IGP, URC/CCE, and VMO)	VP	2	2	5	5	4	4.67	
	P1.4. Administrative & management meetings effectively chaired	VP, BOM, IGP, PRGEA Staff	2	3	5	5 -	4	4.67	
	P1.5 Enhanced direct linkages with external agencies	VP, PRGEA Staff	3	3	5	5	5	5.00	
	P1.6 ISO aligned documents for at least 1 core process.	VP, PRGEA Staff	30%	70%	4	4	4	4.00	
	Average Rating						,	4.72	E.vq

MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual	Rating				
				Accomp- lishment	Q	E	T	A	Remarks
	PI 1. Proactive submission of university reports/ plans and documents as prescribed by DBM & VSU Annual Report								
	* Percentage DBM Quarterly Report of Operation (BAR) and Physical Plan 2020 (BED)	BP Bibera	100%	100%	5	5	5	5.00	
	* Percentage VSU Annual Report	VP, PRGEA Staff	100%	90%	5	5	4	4.67	
	PI 2. Efficient Planning and Monitoring Services								
	* Percentage Strategic Planning (Review & Monitoring)	VD- DDOEACC	50%	70%	5	4	4	4.33	
	* Percentage Work and Financial Planning	VPs, PRGEA staff, Dean, Heads,	100%	90%	5	4	5	4.67	
	* Percentage Organizational Structure Planning	stakeholders, ODAHRD & OP	100%	90%	5	5	4	4.67	
OVPPRGEA MFO 2. Planning, Management, and	* Percentage Comprehensive Land Use Planning	CLUP - Committee & Technical Experts	30%	80%	5	4	4	4.33	
Monitoring Services									
	PI 3. Performance Management Team (PMT) Secretariat Services	PD 67-10-00							
	* OPCR Evaluation and Monitoring	PRGEA Staff	50	50	5	4	4	4.33	
	* No. of OPCRs facilitated	PRGEA Staff	50	50	5	5	4	4.67	
	* Efficient disseminaton of OPCR Rating Results	VP, PRGEA Staff	1	1	5	4	4	4.33	
	PI 4. Collaborative and regular monitoring of the transparency seal	BP Bibera	5	5	5	5	5	5.00	
	P1.5. Promptly provide data needed for vsu budget proposal	VP, PRGEA Staff, Budget	100%	100%	5	5	5	5.00	
	P1.6. Percentage of unit planning of PAPs based on Work & Financial Plan	Dept. Heads/ Units/Deans/Centers	100%	90%	4	4	4	4.00	
	Average Rating							4.58	
	PI 1. Percentage of RF/STF managers complying with requirements and polici	es set by the Board of M	lanagement						
	* Efficient monthly financial reports	VP, IGP Director & PRGEA Staff	100%	100%	5	5	5	5.00	
OVPPRGEA MFO 3.	* Regular Annual Review of STF-IGP and and RF-IGP projects	VP, BOM, IGP & PRGEA staff	1	1	5	5	4	4.67	

MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual	Rating				T
				Accomp- lishment	Q	E:	Т	A	Remarks
Resource Generation	* Regular Physical evaluation and monitoring of IGP Projects	VP, IGP Director	10	10	5	5	5	5.00	
Management Services	PI 2. Income generated from STF projects in support to instruction, research and extension.	VP, BOM Housing Commission, IGP Director, BOM	1.0M	0.5 M	5	5	5	5.00	
	PI.3. Income generated from RF projects in support to university projects/ programs	VP, IGP Director/ PRGEA Staff	3M	3.5M	5	5	5	5.00	
	Average Rating							4.93	
	P1.1. Responsible for ensuring that the Procuring Entity abides by the standards set forth by the Act and IRR, and prepare a Procurement Monitoring Report (PMR) in the form prescribed by the GPPB.	BAC Chair		100%	5	5	5	5.00	
OVPPRGEA MFO 4. Bids & Awards	* Provide administrative support to the BAC and the TWG.	DF Andres		100%	5	5	5	5.00	
	* Consolidate PPMPs from various units of the Procuring Entity to make them available for review and prepare the APP.	DF Andres/BAC Members/Depts/ Units		100%	5	5	5	5.00	
	Average Rating							5.00	
OVPPRGEA MFO 5. Other Functions	P1.1. Secretariate to the VSU Formal Investigation Committee.	DF Andres/FIC Members/Legal Office	100%	100%	5	5	5	5.00	,
	P1.2. Monitor and Facilitates distribution of University Uniform	OVPPRGEA Staff	100%	100%	5	5	5	5.00	
	Average Rating							5.00	
Total Over-all Rating						•		24.24	
Average Rating								4.85	
Adjectival Rating							(Outstand	ing

Received by:

DILBERTO O. FERRAREN Planning Office

Calibrated by:

REMBERTO A. PATINDOL Chairman, PMT

Recommending Approval:

DILBERTO O. FERRAREN
Vice-Pres. For Planning, Resource Generation & External Affairs

Approved by:

EDGARDO E. TULIN

President