04/10946 OPd 11791
10/25/19 11/22

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **Elsie E. Salamat**, Head of the **Alumni and Community Relations Office** 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**

ELSIE E. SALAMAT
Head of Unit
Date: 6/30/19

Approved:

EDGARDO E. TULIN
President

ACRO MFO	Success Indicators	Person/s Responsible	2019 Target January-June	Accomplishment January- June 2019	Rating				Remarks
					Q^1	E^2	T^3	A^4	
OP MFO No. 9 (Strong Alumni Engagement)									
ACRO MFO 1. Organizational Strengthening Services	**PI 1. Efficient & Customer Friendly Frontline Service.** No. of Client served/ entertained	Violeta Yamon, Mary Dawn M. Latras, EC Baconawa, JD Mate, Donald Maramara	5	12	5	5	5	5	JO- Job Order SA- Student Assistant 2 JO, 3 SA
	PI 2. Facilitate to organize geographical Alumni Chapters No. of Alumni Chapter Identified	EE Salamat, V Yamon	1	1	4	5	5	4.67	1 JO, 2 SA

	No. of fund raising/solicitation made to alumni	EE Salamat	2	2	4	5	5	4.67	
	PI 6. Communicate Alumni Linkages for Development Resources No. of announcement made for projects/programs where alumni can participate.	EE Salamat, V Yamon,	2	2	4	5	5	4.67	1 JO, 3 SA
	PI 7. Facilitate Alumni Assistance & Request Services like tour guiding of guests visiting VSU. No. of tour guided/facilitated	EE Salamat, V. Yamon, MD Latras, EC Baconawa, JD Mate,	2	2	4	5	5	4.67	1 JO, 2 SA
ACRO MFO 3. Monitoring and Recognition Services	**PI 8. Monitor present status of Alumni employment** No. of Alumni monitored for employments.	EE Salamat, V Yamon, MD Latras	10	15	5	5	5	5	1 JO, 2 SA
	PI 9. Monitor Alumni Achievements and Award. **No. of Alumni identified with award.**	EE Salamat, V Yamon, MD Latras	2	2	4	4	4	4.0	1 JO, 2 SA
ACRO MFO 4. General Administration and support Services	**PI 10. Encode Alumni IDs**								

	No. of Alumni profiles encoded on alumni Computer Database	Mary Dawn M. Latras	30	600	5	5	5	5	1 JO
	PI 11. Printing of Alumni IDs No. of Alumni IDs lay-outed in computer	EC Baconawa, JD Mate, Donald Maramara	1000	1286	5	5	5	5	3 SA
ACRO MFO 5. Innovation and Best Practices Management	**PI 12. Facilitate the Art Exhibit Activity as part of VSU Anniversary Celebration** No. Art Collectors conveyed to purchase Art Work	EE Salamat, V. Yamon	2	3	5	5	5	5	1 JO, 2 SA
	Preparation of Display Boards, no of boards Painted	Danilo P. Castillon	3	5	5	5	5	5	1 JO
	Arrange No. of Chairs during opening Program	Danilo P. Castillon	1	1	4	4	4	4	1 JO
	P13. Facilitate Fun Run as part of VSU Anniversary Celebration Target Participants for Fun Run Registration	EE SALAMAT, V. YAMON, MD LATRAS, EC BACONAWA, JD MATE, DONALD MARAMARA	200	1,000	5	5	5	5	1 JO, 3 SA

	PI 14. Maintenance of Balay Alumni Surroundings and Baki Fountain Grass Cutting frequency From Jan-June, 2019	Danilo P. Castillon	4	6	5	5	5	5	1 JO
	CR Cleaning	Danilo P. Castillon	24	24	4	4	4	4	1 JO
	Cleaning Rooms	Danilo P. Castillon	24	24	4	4	4	4	1 JO
	PI 15. Arrange Chairs Venue/Tent at New Balay Alumni during Alumni Homecoming Frequency of Preparation	Danilo P. Castillon	1	1	4	5	5	4.67	1 JO
	PI 16. Spearhead the Conduction Alumni King And Queen search for Tabang Mo Kaugmaon Ko Scholarship Program	EE SALMAT and Host Batches	1	1	4	5	5	4.67	

ACRO MFO		Success Indicators	Person/s Responsible	2019 Target January- June	Accomplishment January- June 2019	Rating				Remarks
						Q¹	E²	T³	A⁴	
Average Rating (Total Over-all Rating divided by # of entries					4.75					
Assitional Points										
Punctuality										
Approved Additional points (with copy of approval)										
FINAL RATING					4.75					
ADJECTIVE RATING					OUTSTANDING					

Comments & Recommendation for Development Purpose:

Received by:

DILBERTO O. FERRAREN
OVPRG
Date:_____

Calibrated & Recommending Approval:

REMBERTO A. PATINDOL
PMT Chairman
Date:_____

Approved:

EDGARDO E. TULIN
President
Date:_____

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