


"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **CHRISTINA A. GABRILLO**, Head of the **DEPARTMENT OF DEVELOPMENT COMMUNICATION** commit to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JANUARY TO JUNE 2020**.


CHRISTINA A. GABRILLO
 Assoc. Prof. V & Department Head

Approved:

VICTOR B. ASIO
 College Dean

Description of MFO's/PAPs	Success Indicators	Units/Persons Responsible	Target	Actual Accomplishments		Rating				REMARKS	% Weight
				% Accomplishments	Details of Accomplishments	Q ¹	E ²	T ³	A ⁴		
UMFO 1. ADVANCED EDUCATION SERVICES											
OVPAAs MFO 2. Graduate Student Management Services											
PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	DDC Head & Graduate Faculty	19.76	100%	28.23	5	5	5	5.00	Graduate course offering for the sem,	2%
PI 8: Number of graduate students advised *	A2. Number of students advised	DDC Head & Graduate Faculty	3.00	100%	9.00	5	5	5	5.00	As academic adviser and GAC,	2%
	A3. Number of students advised on thesis/special problem/dissertation	DDC Head & Graduate Faculty	3.00	100%	9.00	5	5	5	5.00	As GAC	2%
	As GAC Chair, Member and head	DDC Head & Graduate Faculty	1.00	22%	2.00	5	4	4	4.33	graduated their MS	2%

	A4. Number of students entertained for consultation purposes	DDC Head & Graduate Faculty	5.00	100%	12.00	5	5	5	5.00	<i>As professors & academic adviser/GAC</i>	2%
PI 9: Number of instructional materials developed *	A5. Number of online ready coursewares developed and submitted for review										
	Online ready courseware	DDC Head & Graduate Faculty	1.00	50%	4.00	5	4	4	4.33	<i>For graduate subjects offered on the finishing touches</i>	2%
	Supplemental learning resources	DDC Head & Graduate Faculty	5.00	50%	30.00	5	4	4	4.33	<i>For all graduate courses/subjects</i>	2%
	Assessment tools	DDC Head & Graduate Faculty	5.00	50%	30.00	5	4	4	4.33	<i>For all graduate courses/subjects</i>	2%
	A 6 : Number of online coursewares reviewed by TRP & edited by MMDC editor	DDC Head & Graduate Faculty	1.00	50%	2.00	5	4	4	4.33	<i>Majority of faculty have multiple functions in the</i>	2%
	A 7 : Number of virtual classrooms created and operational	DDC Head & Graduate Faculty	1.00	50%	2.00	5	5	4	4.67	<i>still to install virtual classrooms</i>	2%
UMFO 2. HIGHER EDUCATION SERVICES											
OVPA MFO 3. Higher Education Management Services											
PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	DDC Head & Faculty	41.04	100%	51.30	5	5	5	5.00	<i>In all undergraduate courses/subjects offered</i>	2%
	A10. Number of grade sheets submitted within prescribed period	DDC Head & Faculty	10.00	100%	21.00	5	5	5	5.00	<i>for all our subjects offered during the second sem</i>	2%
	A 11. Number of INC forms with grade submitted within prescribed period	DDC Head & Faculty	1.00	100%	2.00	5	5	5	5.00	<i>for those who completed their INCs</i>	2%

	A12. Number of trainings/webinars attended related to instruction	DDC Head & Faculty	5.00	100%	22.00	5	5	5	5.00	<i>either the faculty served as participants or resource persons</i>	2%
	A13. Number of long examinations administered and checked	DDC Head & Faculty	3.00	100%	13.00	5	5	5	5.00	<i>before the lockdown</i>	2%
	A14. Number of quizzes administered and checked	DDC Head & Faculty	10.00	100%	20.00	5	5	5	5.00	<i>before the lockdown</i>	2%
	A15. Number of lab reports and term papers checked and graded	DDC Head & Faculty	1.00	100%	3.00	5	5	5	5.00	<i>before the lockdown</i>	2%
PI 8: Number of students advised	A16. Number of students advised:										
	A17. Number of students advised on thesis/ field practice/special problem:	DDC Head & Faculty	10.00	100%	98.00	5	5	5	5.00	<i>on thesis and academic advising</i>	2%
	As SRC Member/Chair	DDC Head & Faculty	5.00	100%	19.00	5	5	5	5.00	<i>by all DDC faculty</i>	2%
	A18. Number of students entertained for consultation purposes	DDC Head & Faculty	10.00	100%	61.00	5	5	5	5.00	<i>by all DDC faculty</i>	2%
PI 9: Number of student organizations advised/ assisted *	A19. Number of Student organizations advised	DDC Head & Faculty	2.00	100%	7.00	5	5	5	5.00	<i>DecSo, Amaranth, dorms</i>	2%
	A20. Number of Student organizations assisted on student related activities	DDC Head & Faculty	1.00	100%	9.00	5	5	5	5.00	<i>for 2 faculty at DDC</i>	2%
PI 10: Number of instructional materials developed *	A 21 : Number of online coursewares developed and submitted :	DDC Head & Faculty	1.00	100%	3.00	5	5	5	5.00	<i>for 2 faculty at DDC</i>	2%
	Online ready courseware	DDC Head & Faculty	1.00	60.00%	3.00	5	4	4	4.33	<i>for 2 faculty at DDC</i>	2%

	Supplemental learning resources	DDC Head & Faculty	5.00	60.00%	27.00	5	4	4	4.33	for 2 faculty at DDC	2%
	Assessment tools	DDC Head & Faculty	5.00	60.00%	27.00	5	4	4	4.33	for 2 faculty at DDC	2%
	A 23 : Number of online coursewares reviewed by TRP & edited by MMDC editor	DDC Head & Faculty		60.00%	3.00	5	4	4	4.33	for 2 faculty at DDC	2%
	A 24 : Number of virtual classrooms created and operational	DDC Head & Faculty		60.00%	3.00	5	4	4	4.33	for 2 faculty at DDC	2%
PI 11. Additional outputs	A 25. Number of Additional outputs accomplished:	DDC Head & Faculty									
	Program accreditation/evaluation										
	Agency/firm/Industry linkages										
	A 26. Other outputs implementing the new normal due to covid 19	DDC Head & Faculty									
Total Rating for Instruction									133.00		
Average Rating for Instruction									4.75		
UMFO 3 . RESEARCH SERVICES											2%
PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries * with institutional, national, and international fundings	DDC Head & Faculty	5.00	100.00%	13.00	5	5	5	5.00	3 research projects funded by CHED-COD, YRRP-IEC & University of Montana and East-West Center, Hawaii, USA and VSU-funded projects	2%
PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	DDC Head & Faculty	1.00	100.00%	5.00	5	5	5	5.00	by 3 DDC Faculty	2%

[illegible]

PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	A 44. Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	DDC Head & Faculty		100.00%		5	5	5	5.00	No NC during the rating period (January to June 2020)	2%
	A 45. Compliance to all requirements of the program and institutional accreditations:										
Total Rating for Support to Operations									5.00		
Average Rating for Support to Operations									5.00		
UMFO 6. General Admin. & Support Services (GASS)											
PI 2. Zero percent complaint from clients served	A 46. Customerly friendly frontline services	DDC Head & Faculty		100.00%		5	5	5	5.00		2%
PI 3: Additional Outputs	A 47. Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *										
	A 48. Other outputs implementing the new normal due to covid 19										
	Responded to the ATENEO Benchmark survey through a phone interview and an email on DDC's graduate program as the CHED-COD	DDC Head		100.00%	1.00	5	5	5	5.00	CRAG	2%


	International linkages with USA, China & Netherlands, Japan, Korea	DDC Head & Faculty	1.00	100.00%	5.00	5	5	5	5.00	with all DDC faculty	1%
	DYDC-FM is an asset to DDC for its real development communication programs	DDC Head & Faculty	1.00	100.00%	6.00	5	5	5	5.00	with DYDC-FM	1%
	4 DDC Faculty are now given university responsibilities and headships	DDC Head & Faculty	1.00	100.00%	4.00	5	5	5	5.00	DDC, DYDC, MMDC, UIMC, Web Team, QAC	3%
Total Rating									25.00		
Average Rating									5.00		
Total Over-all Rating									480.75		100%
Average Rating									4.95		
Adjectival Rating									Outstanding		

Received by:

Calibrated by:

Recommending Approval:

Approved by:


DANIEL LESLIE S. TAN


Planning Office

Date: _____


REMBERTO A. PATINDOL

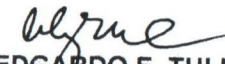
PMT Chair

Date: _____


BEATRIZ S. BELONIAS

VP for Instruction

Date: 12/1/20


EDGARDO E. TULINA

University President

Date: _____

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