

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, MANOLO B. LORETO, Dean of Students, Office of the Dean of Students commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July-December, 2021.



MANOLO B. LORETO

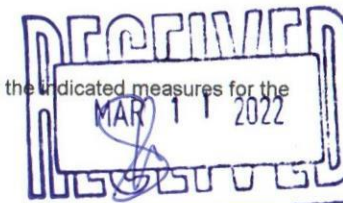
Dean of Students, ODS

Approved:



ALEYA A. VILLOCINO

VP for Student Affairs and Services



Appointment/Status	Position Title	Number
Head	Dean of Students (Designated)	1
Regular Staff	Guidance Coordinator III	0
	Guidance Counselor III	2
	Guidance Counselor I	1
	Affiliate Guidance Counselors	2
	Admin. Officer III	1
Permanent (Utility)	Admin. Aide III	1
Casual	Admin. Aide III	1
Job Order		1
	TOTAL	10
No. of Offices	Heads (Designated)	6

Rating Equivalents:

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Fair
- 1 - Poor



GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO OPERATIONS									
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODS STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served that rated the services rendered at least very satisfactory or higher	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	95% of clients rated services as very satisfactory or higher	100 % of the clients rated more than satisfactory	5	5	5	5.00	Note: to get the final rating from QAC who analyze all customer feedback
	PI. 2. Number of quality procedures revised/updated/registered at QAC	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	4 quality procedures revised and/or registered	2 Student Development, 1 Scholarship Application, 1 Counseling	5	5	5	5.00	

PI. 3. Percentage implementation of processes in accordance with existing approved quality procedures	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% processes implemented according to QP	100%	5	5	5	5.00	zero NC during external audit
PI. 4 Number/Percentage of Reports submitted on time to partner agencies and other regulatory bodies	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100 % reports submitted on time	80%	3	5	5	4.33	Communication from partner agencies and transmittal for submission
PI.5 Number of policies approved for recruitment of Registered Guidance Counselors or Registered Psychologists (B.1.1)	ODS	2 policies submitted	50%	3	4	3	3.33	Draft letter for academic rank was made and submitted to the Dean of Students but was not forwarded to the Office of the President. But 2 requests for affiliation Submitted
PI.6 Number of personnel added/assigned to offices in ODS (B1.2)	ODS	3 Admin Aide	50%	3	3	3	3.00	justification/letter requests to the Dean of
PI.7 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% ISO compliant evidences readily available	100%	5	5	5	5.00	c/o DRC Meriam Luna

OVPSAS STO2: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS

ODS STO 3: ARTA aligned frontline services	PI. 7 Efficient & customer friendly frontline service	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	Zero percent complaint from clients served	0	5	5	5	5.00	Note: Please refer to customer satisfaction survey result from QAC
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OVPSAS STO4: INNOVATIONS & BEST PRACTICES

ODS STO 4: Innovations & new Best Practices Development Services	PI. 8. Number of new systems/innovations/proposals introduced and implemented	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	1 online counseling, weekly Serbisyo Estudyante program, Online Kumustahan (students and LSIs), Junior DBGF Training, online application of scholarship, Leadership Summit, online Career Orientation, SRA, Jobs Fair, Character Enhancement	Online Counseling; Online Student Services Days series of webinars; Weekly Serbisyo Estudyante; Online scholarship application; Round table Discussion with Student Leaders	5	5	5	5.00	
	PI. 9. Number of request for expert services in seminars/workshops served/provided	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	2 expert services	4	5	5	5	5.00	2 SLSU & VFES (Ms. Brit); (5) Ms. Cobico;

	PI. 10. Number of best practices shared to other agencies and/or entries submitted to any search for best practices	MBL							
	PI. 11. Number of action research conducted and analyze	CAB	1 action research	1	5	5	5	5.00	Needs Assessment of Students the results of which was used to plan an
UMFO6: General Administrative and Support Services (GASS)									
OVPSAS GASS 1: Administrative and Support Services Management									
ODS GASS 1: Administrative and Support Services	PI. 12 Number of administrative services and financial/ administrative documents acted within time frame	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% documents acted (with absolute figures)	100 % acted within the time frame (130 students)	5	5	5	5.00	Shiftee, Student Assistance Application, CGMC, Certifications, Clearance
	PI. 13 No. of formal/informal linkages with external agencies maintained	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	OCJP-1 (DOLE, Industry, Employers)OSGA-CHED, D.A., DOST, SLT, Landbank, LGU, CSWD	24	5	5	5	5.00	1 DOLE, 15 Industry, 6 Scholarship, 1-CSWD
	PI.14 No. of council/board/committee assignments served/functions performed	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	UADCO, Acad Council, VEFI, Undergrad Student Scholarship Committee, GAD, Alumni Communicator, LGU Link, VSU CARES, PESO, Student Organization Evaluation Committee	9	5	5	5	5.00	6 UAdCO; 1 Grievance Comm; 1 Safety & Health; 1 GAD; 1 VEFI
	PI.15 No. of unit heads/staff meetings presided	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	ODS Monthly meeting, SOEC Meeting, Organization Meeting	15	5	5	5	5.00	2 meetings per month
	PI 16 Number of seminars/conference/trainings attended by ODS staff (B1.3)	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	at 1 for each personnel per year	4	5	5	5	5.00	1 MAGC; 1 CAB, 1MCP, 1 JAF
	PI 17 Number of proposals for relocation of vital offices of ODS at the Learning Resource Center	ODS	3 proposals accepted						Not required by the Planning Office
	PI Number of researches on student affairs and services conducted (B1.15)	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	1	50% accomplished	2	3	3	2.67	
	PI. 18 Number of guidance activities conducted	OSWS	10 guidance activities	30	5	5	5	5.00	(11) Weekly Serbisyo Estudyante; (2) Staff Monthly Wellness; (1) Webinar topic, Kumustahan(Students-13, Employees-2)
ODS GASS 2: Student Welfare Services	PI. 17 Percentage of student counselled	OSWS	6% of the current student population	2.70%	3	5	5	4.33	
	PI 18 Number of student support services manual revised and approved by BOR	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% approved by BOR	50%	3	5	5	4.33	Flexible Delivery of Student Services was submitted to the CHED

ODS GASS 3: Institutional Student Services	PI 19 Number of student surveys conducted related to mental health of students and intervention actions implemented (B.1.16)	ODS, OSWS	2	1 survey conducted	3	4	4	3.67	This was initially conducted for assessment of mental health well-being but due to loss on internet no
	PI 20 Number of peer support members recruited and trained (B1.17)	ODS, OSWS	10	10	5	5	5	5.00	Students recruited and trained
	PI 21 Number of students availing VSU dormitory facilities	OISPS	700 qualified students						No face-to-face yet allowed thus dorms were still closed
	PI 22 Percentage of private boarding house and dormitories accredited (B.1.12)	ODS, OISPS	25% for each adjacent barangays with business permit	0%	0	0	0	0.00	Draft guidelines was made but needs consultation with the owners
	PI 23 Number of dormitories/cottages rewired (B.1.13)	ODS, OISPS	2	3.25%	1	1	1	1.00	The PPO is tasked to do the
ODS GASS 4: Student Development Services	PI 24 Number of dormitories/cottages repaired structurally (B.1.14)	ODS, OISPS	2	1	4	4	4	4.00	No available materials
	PI 25 Percentage of scholarship and grants applicants and qualifiers awarded before the mid-term examination (B.1.6)	OISPS, OSSGA	100% of the applicants	50%	3	5	5	4.33	Pre-evaluated by the Head of the Scholarships as qualifiers but needs to be verified by the Registrar
	PI 26 Percentage of students' organization applicants recognized two weeks after the deadline (B.1.7)	ODS, OSDS	100% of the student organization applicants	100% of the student organization applicants	5	5	5	5.00	
	PI 27 Number of student organizations' community activities coordinated (B.1.8)	OSDS	5	4	3	5	5	4.33	
ODS GASS 5: Student Career and Job Placement Services	PI 28 Number of student development activities (eg. seminars/ conference/trainings/tutorials, etc.) conducted/endorsed/monitored (B.1.9)	OSDS	50	37	4	5	5	4.67	
	PI 29 Number of career development seminars/webinars, jobs fair and other recruitment activities conducted to students (B.1.10)	ODS, OCJPS	3	6	5	5	5	5.00	Jobs Fair, Job-seeking; Online Job Posting, Character Enhancement; SRA-Bounty Fresh, Accenture, Academic Major Orientation

	PI 30 Number of established informal linkages with industries/employers (B.1.11)	OCJPS	4	16	5	5	5	5.00	
		Total Over-all Rating						134.00	
		Average Rating						4.47	
		Adjectival Rating							

Received by:



DILBERTO O. FERRAREN, PhD

Planning Office

Date: 18 March 2022

Calibrated by:



DANIEL LESLIE S. TAN

Chairman, PMT

Date: 3/16/22

Recommending approval:



ALELI A. VILLOCINO

VP for Student Affairs and Services

MAR 11 2022

Approved by:



EDGARDO E. TULIN

University President

Date: 3/18/22

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average

Note: Entries with blue colors are from the OTP