

Visayas State University  
**INSTRUCTION**  
Visca, Baybay City, Leyte

**OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)**

I, ROSARIO P. ABELA, Head of the VSU LABORATORY HIGH SCHOOL, 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 to December, 2017.

*R. Abela*  
ROSARIO P. ABELA  
Head of Unit

Date: January 30, 2018

MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
UMFO 2. Higher Education Services									
OVPI MFO 1. Curriculum Program Management Services									
PI 1: Total FTE monitored		All VSULHS faculty TOTAL FTE	261.25	1425.00	5	5	4	4.67	1 VL, 11 TL, 8 Part-time instructors Note: Dr Abela's FTE is charged to DTF
OVPI MFO 2. Student Management Services									
Student Advising and Consultation Services:									
Number of organizations advised		VSULHS Faculty	10	11	5	5	5	5.00	SBO, CAT, English Club, Dance club, sports club, Math & Science Club, FFP, FAHP, Filipino club, Organization of Grade 7, 8, 9, & 10 classes and Tiller (HS publication)

Number of student-related activities assisted	VSULHS Faculty	18	19	5	5	5	5.00	SBO Booth Making, COCC, Nutri Quiz, VSULHS Intrams, Buwan ng Wika, VSULHS Night, Local Science Fair Congress, PTC, Parents Consultation, Acquaintance, Induction of Officers, SBO Election, CAT Presentation of Sponsors and Escorts, Cluster meet, Poste, English Month, Regional Division Schools Press Conference, Division Festival of Talents, Regional Science Fair
<b>UMFO 5. Support to Operations (STO)</b>								
Number of Practice Teachers mentored and evaluated	College of Education, VSULHS Faculty	3	6	5	5	5	5.00	Kenneth Borneo, Daryl Joy Gabotero, Mariel Alla, Cyrus Castillo, Evangeline Mazo, Cherry Gil Profetana
Number of field study students assisted	College of Education, VSULHS Faculty	110	79	4	4	4	4.00	
Other Services: Other services provided (e.g. bands, CAT officers) to VSU activities and other agencies	VSULHS faculty, students, CAT officers, Band & Lyre corps members	8	9	5	5	5	5.00	Farmers' Field Day parade, Convocation, Alay Lakad, VSU Anniversary parade, Faculty & Staff sports fest parade, Buwan ng Wika, Nutrition Month, VSULHS Intrams, SCHAA
<b>OVPI MFO 1. Faculty Development Services</b>								
PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	OVPI, ODAHRD, SFAC, Department	5	6	5	5	5	5.00	6 currently on study leave for MS/PhD (Mr Catre, Ms Sugano, Mr. Lambert, Ms. Lambert, Mr. Tejera, and Mr. Mamolo)
<b>OVPI MFO 3. Faculty Evaluation Services</b>								



PI 1: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	OVPI, Department, admin staff	80%	100%	5	5	5	5.00	All of the regular and part-time faculty got a Very Satisfactory or Outstanding performance rating from the students
<b>UMFO 6. General Administration and Support Services (GASS)</b>								
<b>OVPI MFO 1. Administrative and Facilitative Services</b>								
PI 1: Number of colleges, departments & support units supervised, monitored & coordinated	Principal	3	3	5	5	5	5.00	Com. Arts, MathSci, & Home Science sections
PI 2: Number of management meetings conducted	Principal	5	6	5	5	5	5.00	Three meetings scheduled in July for the class scheduling and loading, one meeting in August for the orientation of teachers on their new assignments for the school year, one meeting in October for the SCUAA, and one meeting in November for the Christmas Party and second quarter examination
PI 3: Number of documents signed and approved	Department	300	500	5	5	5	5.00	Honors Certificates, HS Diploma, Certifications, Form 137
PI 2: Number of university committees/ boards/council chaired & coordinated	OVPI, College, Department	1	3	5	5	5	5.00	Opening and Closing Ceremony (SCUAA), Investigation Committee, VSU Student Handbook

PI 5: Number of frontline academic services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	OVPI, College, Department, Units	1	3	5	5	5	5.00	Two Administrative Staff in the Office serving as frontliners, Nursery and Farm Maintenance personnel for laboratory and research purposes of students
PI 6: Percentage of new faculty recruited/hired using procedures aligned with ISO standards	OVPI, ODAHRD, PRPEO, APB, College Department	90%	100%	5	5	5	5.00	3 regular, 8 part-time instructors
<b>OVPI MFO 2. Frontline Services</b>								
PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	100% no complaint	80% no complaint	4.0	4.0	4.0	4.00	
Best practices/new initiatives								
							72.67	
				0.00	0.00	0.00	4.84	

Received by:

Calibrated by:

Recommending Approval:

Received by:

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Planning Office

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REMBERTO A. PATINDOL, Ph.D.  
Chairman

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BEATRIZ S. BELONIAS, Ph.D.  
VP for Instruction

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EDGARDO E. TULIN, Ph.D.  
President