

Visayas State University
DISTANCE EDUCATION PROGRAMS OFFICE

Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **SHEENA MAE P. LUBRIO**, Head of the **DISTANCE EDUCATION PROGRAMS OFFICE**, commits 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, 2024**.

Approved:



SHEENA MAE P. LUBRIO

Head, Distance Education Programs Office

Date: 07/10/24



MARILYN M. BELARMINO

Dean, Graduate School

Date: 07/12/24

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



INFORMATION ON PERSONNEL

Personnel	Number
Head of Distance Education Programs Office	1
Admin Assistant II	1
Utility/Messenger (Job order)	1

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual		Rating				Remark
					% Accomplishment as of December 2024	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	
UMFO 1: Advanced Education Services											
OVPI/OPO MFO 1. Graduate Degree Program Management Services											
	PI 1: Number of extramural graduate degree specializations implemented/coordinated	Office Head, AA II	10	110.0%	11	5	5	5	5.00	MAGDev with majors in Language Teaching, Agronomy, Agricultural Education, Agricultural Extension, Animal Production, Agricultural Economics, Development Communication, Plant Pathology, Plant Protection, Entomology; plus 1 specialization which can be taken as cognate (Food Science and Technology)	

PI 2: Total FTE monitored	Office Head, AA II	50	157.8%	78.89	5	5	5	5.00	Accomplishment reflected here covers FTEs in the 2nd Sem of 2023-2024 (62 courses handled by 32 graduate faculty)
PI 3: Percentage increase in number of extramural graduate students enrolled	Office Head, AA II	2.0%	465000.0%	93	5	5	5	5.00	In the Second Sem of SY 2022-2023, there were 81 students enrolled in extram courses; but in the Second Sem of 2023-2024, there were 93 students who enrolled in extramural courses.
OVPI/OPO MFO 2. Graduate Student Management Services									
PI 1: Number of graduate students awarded with scholarship/assistantship	Office Head, AA II	1	300.0%	3	5	5	5	5.00	At first, we did not include scholarship to our distance education students presently enrolled in the program. However, the CHED-SIKAP scholarship opened some slots to our MAGDev program the ATI Central Office also awarded Educational Grants for Extension Workers (EdGE); and European Union Mobility Programme for Myanmar (EMPM) University for the Virtual Top Up Scholarship Program. Thus we encouraged our DE students to avail of the scholarship even if they are working and could not attend the regular face-to-face classroom instructions.
PI 2: Percentage of graduate students awarded with scholarship/assistantship who graduated within prescribed period	Office Head, AA II								Not included in the target since most of the distance education students are working so they carry load below the regular load and usually cannot finish within 2 years.
PI 3: Number of graduate students awarded with honors/distinction	Office Head, AA II								Not included in the target since most of the distance education students carry load below the regular load that should be carried by students awarded with honors.
UMFO 5. Support to Operations (STO)									
OVPI/OPO MFO 7. Distance Education Services									

PI 1: Number of distance education curricular programs implemented	Office Head, AA II	10	110.0%	11	5	5	5	5.00	MAGDev with majors in Language Teaching, Agronomy, Agricultural Education, Agricultural Extension, Animal Production, Agricultural Economics, Development Communication, Plant Pathology, Plant Protection, Entomology; plus 1 specialization which can be taken as cognate (Food Science and Technology)
PI 2: Percentage increase in the number of extramural students enrolled	Office Head, AA II	2.0%	465000.0%	93	5	5	5	5.00	In the Second Sem of SY 2022-2023, there were 81 students enrolled in extram courses; but in the Second Sem of 2023-2024, there were 93 students who enrolled in extramural courses.
PI 3: Number of extramural students graduated within the prescribed period	Office Head, AA II								
PI 4: Number of e-classrooms developed/maintained for the online courses to be offered	AA II	20	120.0%	24	5	5	5	5.00	
PI 5: Number of user accounts created/maintained	AA II	80	156.3%	125	5	5	5	5.00	
OVPI/OPO MFO 12: Instructional Materials Development Services									
PI 1: Number of courseware/IMs development workshops conducted	Office Head, AA II								
PI 2: Number of instructional materials/learning modules reviewed/reproduced/ distributed to students	Office Head, AA II	50	456.0%	228	5	5	5	5.00	228 learning modules distributed for 2nd semester SY 2023-2024
UMFO 6. General Administration and Support Services (GASS)									
OVPI/OPO MFO 1. Administrative and Facilitative Services									
PI 1: Number of colleges, departments, units, projects and/or classes served	DEPO, other staff	80	150.0%	120	5	5	5	5.00	
PI 2: Number of university committees/ boards/council served	DEPO, other staff	10	100.0%	10	5	5	5	5.00	Graduate School Curriculum Committee; Graduate School Council; University Academic Council; ISO Internal Auditor; AACUP Accreditor: TWG- R&D (corn, soil management group); etc

	PI 9: Number of documents/reports prepared, reviewed/processed	DEPO head, clerk, utilityman, other DEPO staff	250	102.0%	255	5	5	4	4.67	Enrollments/Admission Documents; PCW; Outline and Manuscripts, Clearance; Accomplishment reports
OVPI/OPO MFO 2. Frontline Services										
	PI 1. Efficient and customer-friendly frontline service	Zero percent complaint from clients served	no complaint	0%	no complaint	5	5	5	5.00	no complaints from clients served
OTHER INITIATIVES										
	1. Number of webpages developed	AA II	2	100.0%	2	5	5	4	4.67	OU website, OU facebook page
	2. Number of information drive activities conducted	Office Head, AA II	2	450.0%	9	5	5	5	5.00	Sending of information through emails and posting congratulatory messages for passing the comprehensive exam that also inspired other DE students to finish the program.
	3. Number of Trainees weighted by the length of training	Office Head, AA II								
	4. Learning Visit for Administrative Staff	DEPO Head, AA II								
Total Over-all Rating						74.333				
Average Rating						4.956				
Adjectival Rating						OUTSTANDING				

Received by:

TONI MARC L. DARGANTES

Planning Office

Date: JUL 15 2024

Calibrated by:

ELWIN JAY V. YU, MD.

Chair, PMT

Date: 9/24/24

Approved:

PROSE IVY G. YEPES, Ph.D.

President

Date: 09/06/24