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 July-December, 2021 (accomplishment). 4

ELSIE E. SALAMAT
Assoc. Prof. II and ACRO Head

Approved:

DILBERTO O. FERRAREN
Vice President-PRGAS

MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q 1	E 2	T 3	A⁴	
MFO 1. Frontline Services									
Efficient and friendly frontline services									
	PI 1. No complaint from clients served	ACRO staff	100%	100%	5	5	5	5.00	
Effectively acted Administrative /Financial Documents									
	PI 2. Number of official documents timely and effectively acted upon								
	Vouchers, payrolls PRs and PPMPs	ACRO Head/ Admin. Asst. II	20	29	5	5	5	5.00	
	Certification clearance graduating students as requested	ACRO Head/ Admin. Asst. II	100 %	100 %	5	5	5	5.00	

	PI 3. Number of quality procedure prepared/revised	ACRO Head and Admin Asst.	1	1	4	5	5	4.70	
MFO 2. Planning Management and Monitoring Services									
	PI 1. Programs, activities and Projects (PAPs) planned								
	a. Number of management meetings with ACRO Staff and Alumni Communicators	ACRO Head	–	2	5	5	5	5.00	Target has been accomplished Jan-June, 2021
	b. Number of monitoring meetings with Alumni Scholars	ACRO Head	2	3	5	5	5	5.00	
	c. Number of planning meetings for Campus-based Alumni Activity	ACRO Head and Alumni Communicators/V SU Web Team	–	1	5	5	5	5.00	Target has been accomplished Jan-June, 2021

	d. Number of planning meetings with 2021 homecoming hosts	ACRO Head/Alumni Communicators/ VSU Web team/Campus-based Host Batch Members	—	1	5	5	5	5.00	Target has been accomplished Jan-June, 2021
	PI. 2. Programs/activities /projects implemented								
	a. Virtual alumni reunion (all over the world)	ACRO/Alumni Communicators/ Host Batch Members / VSU Web Team/VSUAAI BOD	1	1	4	5	5	4.70	
	b. Fund-raising activity for alumni scholarship	ACRO Head/Alumni Communicators/V SUAAI BOD	1	1	4	5	5	4.70	
	c. Campus-based Alumni Activity	ACRO/Alumni Communicators/V SUAAI BOD/VSU Web Team	1	1	4	5	5	4.70	
	d. Campus-based Alumni Census: Number of	ACRO/ Alumni Communicators	30	35	5	5	5	5.00	

	census forms retrieved								
	e. Alumni Survey via google docs Number of survey docs prepared	ACRO Head/Communication and Media Production Specialist	—	1	5	5	5	5.00	Target has been accomplished Jan-June, 2021
	PI 3. PAPs monitored								
	a. Number of alumni scholars monitored	ACRO Head	3	3	4	5	5	4.70	
	b. Number of alumni communicators monitored on their expected output	ACRO Head	30	39	5	5	5	5.00	
	c. Number of Alumni Monitored through google survey docs	ACRO Head/Communication and Media Production Specialist	154	464	5	5	5	5.00	
MFO 3. Alumni Services									

	PI 1. Percent Alumni ID printed and released as requested	ID printing in charge	80% Zero complaint	100%	5	5	5	5.00	
	PI. 2.Percent Alumni clearance issuance for graduates of 2020 as requested	Admin. Asst.	80% Zero Complaint	100%	5	5	5	5.00	
	PI 3. Percent bank deposit slips for Alumni Membership and ID payment recorded as received	Admin. Asst.	100%	100%	5	5	5	5.00	
	PI 5. Number of alumni tracer forms encoded in the data base	Data base encoding in charge	700	3,430	5	5	5	5.00	
	PI 6. Percent Alumni inquiries responded to via social media	ACRO Head	80% Zero complaint	100%	5	5	5	5.00	
MFO 4. Strong Alumni Engagement									
	PI.1. Social Media platform created (FB page) or VSU Website to engage alumni	ACRO Head / Communication and Media Production Specialist in collaboration with VSU Web Team	1	1	4	5	5	4.70	

	PI.2. Writing of articles and updates for Alumni Homepage at the VSU Website	Communication and Media Specialist (request for personnel already approved by the Pres. Waiting for Approval by Budget Office) in collaboration with VSU Web Team	1	-	-	-	-	-	No hired personnel
	P. I. 3 Number of social gathering conducted for campus-based alumni	ACRO and Alumni Communicators	1	1	4	5	5	4.70	
	P.I. 4 Percentage of campus-based alumni joining the activity	ACRO and Alumni Communicators/V SUAAI BOD in collaboration with VSU Web Team	20%	20.3%	4	5	5	4.70	
	P.I. Number of local chapters facilitated for creation	ACRO/ VSUAAI BOD	1	1	4	5	5	4.70	
	P. I. 6 Number of Alumni Chapters submitting Report to ACRO/VSUAAI	ACRO/VSUAAI BOD	N/A	-	-	-	-	-	NA because there is no provision on the VSUAAI CBL requiring chapters to submit reports to VSUAAI or ACRO

Total Overall Rating		●		●				122.30	
Average Rating								4.89	
Adjective Rating						Outstanding			

Received by:

DILBERTO O. FERRAREN
Planning Office

Date: 14 Jan 2022

Calibrated by:

DANIEL LESLIE S. TAN
PMT Chair

Date: 1/7/22

Recommending Approval:

DILBERTO O. FERRAREN
Vice President-PRGAS

Date: 14 Jan 2022

Approved by:

EDGARDO E. TULIN
President

Date: 1/12/22

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