OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR) 2018

I , **ELIEZER L. VELASCO,** Head of the Registrar's 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 January to June 2018.

Approved :

ELIEZER L. VELASCO
Head of Unit

BEATRIZ S. BELONIAS
Vice-President for Instruction

OFFICE : : **REGISTRAR'S OFFICE**

MFOs/ PAPs	Success Indicators/Performance Indicators	Unit/Persons responsible	Actual Accomplishment	Rating				Remarks
				Q^1	E^2	T^3	A^4	
STUDENT SERVICES								
Student record evaluation Services	**1.** No. of student records evaluated for enrollment and graduation purposes	E. Olleras	116% 5242	4	5	5	4.67	
	2.No. of Transcript of Records / certifications prepared and issued	R. Maala	166% 4965	5	5	5	5	
	3.No. of Tentative candidates for latin honors computed & prepared for committee, UAC &Board of Regents meeting.	L. Daquipil	170% 136	5	5	5	5	
	4. No. of Cert. of Transfer credential /Transcript of Records prepared/issued	M. Bartolini	100%	5	4	5	4.67	
	5. No.of Credentials checked and enrolment forms issued to new students	C. Espina	100.95% 2019	5	4	5	4.67	

Student record management Services	1. No. of students records for Continuing & new students filed	A. Tan	100%	5	5	5	5	
	2.No. of Report of grades/ sorted / mailed to parents/distributed to dept.	N. Mondal	100%	5	5	4	4.67	
	3. No. of class/ examination Schedules prepared/converted/printed/posted		100%	4	5	5	4.67	
	4. No. of Statistical Reports prepared & submitted to CHED, DBM,DFA, BI, NICA, NBI & other agency	A. Galenzoga	100%	5	5	5	5	
	5.No. of list of graduates submitted to PRC & CHED		100%	5	5	5	5	
	6 No. of Report of grades Printed		100%	5	5	4	4.67	
	7. No. of E-copy of grades generated and checked	J. Banzon	100%	5	5	4	4.67	
	8. No. Class Roster/sorted/distributed/received/updated		100%	5	4	5	4.67	
	9. No.of computer programs for office needs prepared/updated:	Norman Villas / CM Restor	100%	5	5	5	5	

Other Outputs	1. No. of office documents, incoming and outgoint documents received / recorded / filed	N. Villas	100%	5	5	5	5	

	2. No. of Requests of professors to change schedule of classes/conduct of examinations outside regular schedule and make-up classes.		100%	5	5	5	5	
	3. No. of meeting attended such as curriculum committee ,Academic/ Administrative Council and Ad Hoc Committees	E. Velasco	100%	5	5	5	5	
	4.No. of documents signed by the Registrar		11,100 115.6%	5	5	5	5	
	5. No. of Identification cards (I.D.for students and staff processed.	M.K. Restor M. Bartolini	2019 407%	5	5	5	5	
NEW INNOVATION	6.Devised a computer system putting registrar's services on-line: a) student grades b) departmental/Blocked Schedule c. Facebook d. Cumulus One / On line enrollment d) scanning of student records (old records)	Norman Villas M. Priscilla Balo	100%	5	5	5	5	
				4.9	4.83	4.9	4.87	
Total Over-all								
Average Rating								4.88
Adjectival Rating	OUTSTANDING							

Received by:

Calibrated by:

REMBERTO A. PATINDOL

Planning Office   PMT Chair

Date : _____   Date: _____

Recommending Approval

BEATRIZ S. BELONIAS
Vice-President-Instruction

Date: _____

Approved by:

EDGARDO E. TULIN
President

Date : _____