

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **ELSIE E. SALAMAT**, Head of the Alumni and Community Relations Office (ACRO) 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, 2022 (Accomplishment).

Elsie E. Salamat

ELSIE E. SALAMAT

Assoc. Prof. II and ACRO Head

Date: Dec. 7, 2022

Approved:

Dilberto O. Ferraren

DILBERTO O. FERRAREN

Vice President-PRGAS



MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ₂	T ³	A ⁴	
MFO 1. Frontline Services	Efficient and friendly frontline services								
	PI 1. No complaint from clients served	ACRO staff	100%	100%	5	5	5	5	
Effectively acted Administrative /Financial Documents									
	PI 2. Number of official documents timely and effectively acted upon								
	Certification clearance for graduating students as requested	ACRO Head/ Admin. Asst. II	90 %	100%	5	5	5	5	
	Vouchers and payrolls	ACRO Head/ Admin. Asst. II	12	12	5	5	5	5	

	PRs and PPMPs	ACRO Head/ Admin. Asst. II	1	3	5	4	4	4.3	
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	7	7	5	5	5	5	
	b. Number of monitoring meetings with Alumni Scholars	ACRO Head	-	-					All scholars graduated already last August, 2022
	c. Number of planning meetings for Campus-based Alumni Activity	ACRO Head and Alumni Communicators/VSU Web Team	-	-					Has to be collaborated with the VSUAAI
	d. Number of planning meetings with 2022 homecoming hosts	ACRO Head/ Alumni Communicators/ VSU Web team/Campus-based Host Batch Members	3	3	4	5	5	4.7	
	e. Number of planning meeting for VSU Alumni Awards Committee	ACRO Head/Awards committee	1	-	-	-	-	-	The chairman of the VSUAAI Awards Committee failed to call

									a meeting for the purpose
	PI. 2. Programs/activities /projects implemented								
	a. Alumni reunion/homecoming	ACRO/Alumni Communicators/ Host Batch Members / BOD	1	1	4	5	5	4.7	
	b. Fund-raising activity for alumni scholarship/community outreach	ACRO Head/Alumni Communicators/VSUAAI BOD	1	3	5	5	5	5	
	c. Campus-based Alumni Activity	ACRO/Alumni Communicators/VSUAAI BOD/VSU Web Team	1	-	-	-	-	-	Has to be collaborated with VSUAAI
	d. Alumni Scholars graduation kick-off	BOD/ACRO	1		-	-	-	-	Has to be collaborated with VSUAAI BOD
	e. Alumni Survey via google docs Number of survey docs prepared	ACRO Head/Communication and Media Production Specialist	1	-	-	-	-	-	Hiring of a communication and media production specialist not done because applicants withdraw their application

	PI 3. PAPs monitored								
	a. Number of alumni scholars monitored	ACRO Head							All scholars have graduated last August, 2022
	b. Number of Alumni Monitored through google doc response	ACRO Head/Communication and Media Production Specialist	100	125	5	5	5	5	
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	
	PI. 2.Percent Alumni clearance issuance for graduates of 2022 as requested	Admin. Asst. II	90% Zero Complaint	100%	5	5	5	5	
	PI 3. Percent Official Receipt for Alumni Membership and ID payment recorded as received	Admin. Asst. II	90%	100%	5	5	5	5	
	PI 5. Percent alumni tracer forms encoded in the data base as submitted	Clerk/Data base encoding in charge	90 %	100%	5	5	5	5	
	PI 6. Percent Alumni inquiries responded to via social media	ACRO Head	80% Zero complaint	100%	5	5	5	5	

MFO 4. Strong Alumni Engagement									
	PI.1. FB Number of posts to update alumni at VSU Alumni updates FB page	ACRO Head	12	13	5	5	5	5	
	PI.2. Writing of articles and updates for Alumni Homepage at the VSU Website	<p>To hire a Communication and Media Production Specialist requested for budget/funding</p> <p>"GOOI List Control # OHACR-OFI-21-04 from the 3rd Internal Quality Audit which is to request for an additional staff to focus on alumni engagement".</p> <p>Waiting for the Approval of the request personnel by the VSU President thru Budget Office.</p>	1						Prospective applicants did not pursue their application as communication and media production specialist
	P. I. 3 Number of social gathering conducted for campus-based alumni	ACRO and Alumni Communicators VSUAAI BOD	1	-	-	-	-	-	Has to be collaborated with VSUAAI
	P.I. 4 Percentage of campus-based alumni joining the activity	ACRO and Alumni Communicators/VSUAAI BOD in collaboration with VSU Web Team	20%	-	-	-	-	-	
	P.1 5 Create additional Social Media Account (Instagram) for	ACRO Head/	1	-	-	-	-	-	To e assigned to


	VSU Alumni to increase engagement	Communication and Media Production Specialist							communicati on and media production specialist which is not filled up until now
Total Over-all Rating								73.7	
Average Rating								4.91	
Adjectival Rating								Outstanding	


Received by:

Calibrated by:

Approved by:


TONI MARC L. DARGANTES
 Planning Office
 Date: 12/23/2022


DANIEL LESLIE S. TAN
 Chairman, PMT
 Date: JAN 04 2023


EDGARDO E. TULIN
 University President
 Date: 1/6/2023

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