



**Center for Continuing Education
OVPPRGAS
VISAYAS STATE UNIVERSITY**

I, ANGELICA P. BALDOS, Head of the OFFICE OF THE HEAD OF THE CONTINUING PROFESSIONAL DEVELOPMENT AND EDUCATION, 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 2022.

Head

Date: Jan. 12, 2023

ANGELICA P. BALDOS

Director, Center of Continuing Education

Date: Jan. 12, 2023

INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE):

Total FTE (1x2

RDE Commitments***

<i>Personnel</i>	<i>Number (1)</i>	<i>Min. FTE (2)</i>	<i>Research</i>	<i>Publication</i>	<i>Extension</i>	
Head (CPDE)	1	18.00	18.00	0.00	1.00	0.00
Admin Staff Members, CPDE	1	NA	NA	NA	NA	NA
TOTAL:	2	18.00	18.00	0.00	1.00	0.00

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

Note:

* On vacation-sick-leave status. Ratio of Instruction and RDE commitments should be determined based on FTE of 18 units

** On Teacher's Leave status. Minimum FTE required is 18 units


*** Professors and Associate Professors are required to commit RDE outputs (Please Performance Indicators under Research (*UMFO 3*) and extension (*UMFO 4*))

[illegible]

OVPPRGEA MFO 1. Administrative and Support Services Management	PI 1. Efficient & customer-friendly frontline service									
	PI 1.1 Percentage of complaints from clients served	Director, Unit Heads, Staff	100%	100%	zero% complaint	5.0	5.0	5.0	5.0	
	<i>Percentage of faculty and staff who attended CPD trainings and assisted with PRC license renewal</i>	Director, Unit Heads, Staff	100%	100%		5.0	5.0	5.0	5.0	
	PI 2. Effectively acted Administrative/financial documents									
	PI 2.1 Number of official documents timely and effectively acted upon	Director, Unit Heads, Staff	50	220%(110/50)		5.0	5.0	4.0	4.7	Communications/requests, planning Documents (SWOT, ROAM, OTP, WFP, PPMP, OPCR, IPCR, other documents like manuals), applications, personnel documents (DTR, renewal contracts, etc), all documents related to function of and acted upon by units
	PI 2.2 Number of quality procedure prepared/revised	Director, Unit Heads, Staff	Actual output	NA	NA	NA	NA	NA	NA	Accomplished in Jan-June period
	PI 2.3 Number of administrative & management meetings conducted	Director, Unit Heads, Staff	12	100%(12/12)		5.0	5.0	4.0	4.7	Meetings with staff, with other units who have business with CPDE
	Average Rating									
OVPPRGEA MFO 2. Planning, Management, and Monitoring Services	PI 2. Efficient Planning and Monitoring Services									
	PI 2.1 Number of programs/ <u>activities</u> /projects (PAPs) planned	Director, Unit Heads, Staff								

Services	Number of programs developed to enhance faculty and staff capability		2	NA	NA	NA	NA	NA	NA	Accomplished in Jan-June period
	VSU as accredited by PRC local CPD provider for professional teachers		Actual output	100%						Maintained PRC Accreditation
	Number of programs with PRC accreditation for CPD units		1	NA	NA	NA	NA	NA	NA	Accomplished in Jan-June period
	PI 2. 2 Number of programs/ <u>activities</u> /projects (PAPs) implemented	Director, Unit Heads, Staff								
	Number of faculty and staff trained in - house for CPD units		15	206%(31/15)		5.0	5.0	5.0	5.0	CPD for Foresters
	PI 2.3 Number of programs/ <u>activities</u> /projects (PAPs) monitored	Director, Unit Heads, Staff								
	Database on competency and skills – based trainings conducted		1	NA	NA	NA	NA	NA	NA	Accomplished in Jan-June period
	Database of experts as resource persons		1	200% (2/1)		5.0	5.0	4.0	4.7	CPD for Foresters, CPD for Professional Teachers
	Average Rating									
Total Over-all Rating						29.000				
Average Rating						4.833				
Adjectival Rating						Outstanding				

Received by:


TONI MARC L. DARGANTES

Planning Office

Date: **JAN 16 2023**


Calibrated by:


DANIEL LESLIE S. TAN

Chairman, RMT

Date: **JAN 18 2023**

Approved:


EDGARDO E. TULIN

President

Date: **1/18/2023**

- * The College target should be equal to the consolidated target of the departments under the College.
- ** To indicate in the remarks column the details of the targetted outputs for easy review and calibration.
- *** No percentage weight for ranking purposes since the Office of the Dean is automatically attached to the highest ranking department under him.