



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **Dr. NANCY D. ABUNDA**, Head of Instructional Materials Development, 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 - June, 2022.

NANCY D. ABUNDA

Head, OIMD

Date: 7/5/2022

MA. RACHEL KIM L. AURE

Director, ODIE

Date: 7/5/2022

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

MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)	% weight
				% Accomplishment (Jan-June, 2022)	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
MFO 12	Instructional Materials Development Services										
	PI 1. Percentage in spearheading in the planning of instructional material development and coordination the publication of the same.	Head-IMD VSUEE Technical Support	50%	200%	100%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges	
	PI 2. Percentage of syllabi, evaluation syllabus, TOS, instructional materials and VSUEE monitored.	Head-IMD VSUEE Technical Support	50%	200%	100%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges	

<p>PI 4:Number of seminars/trainings/workshops coordinated for entire university</p>		<p>Head-IMD VSUEE Technical Support</p>	<p>2</p>	<p>450%</p>	<p>9</p>	<p>5</p>	<p>5</p>	<p>5</p>	<p>5.00</p>	<ol style="list-style-type: none"> 1. Mandatory Orientation Program- February 3, 2022 2. VSU Faculty Onboarding - February 7-8, 2022 3. VSUEE Webinar for Newly Hired VSU Faculty- February 9-10, 2022 4. OGS Onboarding - February 24, 2022 5. Preparation of OBE Syllabi Seminar Workshop for CAFS Faculty on April 4 & 6, 2022. 6. Preparation of OBE Syllabi Seminar Workshop for DepPhys Faculty 7. Seminar Workshop on the Preparation of OBE Syllabi for all VSU Faculty. 8. Turnitin Administrative Workthrough- March 9, 2022. 9. Turnitin Instructor's Workflow Training - March 16-17, 2022. 	
<p>PI 5: Number of course syllabi and instructional materials reviewed and approved.</p>		<p>Head-IMD VSUEE Technical Support</p>	<p>200</p>	<p>767%</p>	<p>1,533</p>	<p>5</p>	<p>5</p>	<p>5</p>	<p>5.00</p>	<p>All VSU undergraduate and graduate programs of main campus and component colleges</p>	
<p>PI 6: Number of syllabi, evaluation syllabus, TOS and VSUEE monitored.</p>		<p>Head-IMD VSUEE Technical Support</p>	<p>200</p>	<p>767%</p>	<p>1,533</p>	<p>5</p>	<p>5</p>	<p>5</p>	<p>5.00</p>	<p>All VSU undergraduate and graduate programs of main campus and component colleges</p>	
<p>PI 7: Number of Virtual Classroom Evaluation reviewed and approved</p>		<p>Head-IMD VSUEE Technical Support</p>	<p>200</p>	<p>503%</p>	<p>1006</p>	<p>5</p>	<p>5</p>	<p>5</p>	<p>5.00</p>	<p>All VSU undergraduate and graduate programs of main campus and component colleges</p>	
<p>PI 8: Number of Virtual Classroom Monitoring reviewed and approved</p>		<p>Head-IMD VSUEE Technical Support</p>	<p>100</p>	<p>599%</p>	<p>599</p>	<p>5</p>	<p>5</p>	<p>4</p>	<p>4.67</p>	<p>All VSU undergraduate and graduate programs of main campus and component colleges</p>	

	PI 9: Number of Virtual Classroom created	Head-IMD VSUEE Technical Support	600	225%	1,347	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
	PI 9: Number of coordinating the VSU faculty and students VSUEE account	Head-IMD VSUEE Technical Support	10,000	130%	13,000	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges
						Total Rating:			44.00	
						Mean			4.89	
MFO 6	General Admin. & Support Services (GASS)									
	PI 1: Submission of Office PPMP for the following year within deadline as prescribed by BAC*	Head-IMD VSUEE Technical Support	1	100%	1	5	5	4	4.67	
	PI 2: Zero percent complaint from clients served	Head-IMD VSUEE Technical Support	0%	100%	0%	5	5	5	5.0	
	PI 3: Number of planning sessions, tracking and monitoring of targets, meetings, etc. conducted to ensure attainment of department targets**	Head-IMD VSUEE Technical Support	4	150%	6	5	5	4	4.67	
	PI4: Number of offices manage and supervised by the Head of the Instructional Materials Development.	Head-IMD VSUEE Technical Support	1	100%	1	5	5	5	5.0	Office of the Head of Instructional Materials Development
	PI 5: Number of monthly/special staff meetings conducted**	Head-IMD VSUEE Technical Support	4	150%	6	5	5	5	5.0	
	PI 6: Additional Outputs	Head-IMD VSUEE Technical Support								
	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *	Head-IMD VSUEE Technical Support								
	a. Collaboration with the VSU Component College	Head-IMD VSUEE Technical Support				5	5	5	5.0	
	b. Consolidation of guidelines and policies with the Academic Units/ department.	Head-IMD VSUEE Technical Support				5	5	5	5.0	It was done during the VSU Strategic Plan.

	c. Prepares training proposal for OHIMD and ODIE		Head-IMD VSUEE Technical Support				5	5	5	5.0	Mandatory Orientation, VSU Onboarding, VSUEE Webinar for Newly Hired VSU Faculty, OGS Onboarding, Turnitin Administrative Walkthrough, Turnitin Instructors' Workflow Training.
	d. Coordinate with Nephela Web in the creation of Branded Moodle App for VSUEE.		Head-IMD VSUEE Technical Support				5	5	5	5.0	
	e. Served as Resource Speaker for the University-wide Activity		Head-IMD VSUEE Technical Support				5	5	5	5.0	VSU Faculty Onboarding, OGS Orientation Workshop in the preparation of Graduate School OBE Syllabus
	f. Supported/ Coordinated the University Accreditation Programs		Head-IMD VSUEE Technical Support				5	5	5	5.0	2nd ISO Surveillance, CHEDRO VIII Remote Monitoring, CHED COPC Evaluation
							Total Rating:			54.33	
							Mean			4.94	
Total Over-all Rating							98.33				
Average Rating							4.91				
Adjectival Rating							Outstanding				

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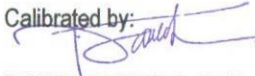


TONI MARC L. DARGANTES

Planning Office

Date: 7/7/2022

Calibrated by:

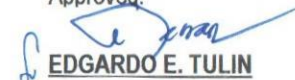


DANIEL LESLIE S. TAN

Chairman, PMT

Date: JUL 22 2022

Approved:



EDGARDO E. TULIN

President

Date: 7/6/22

* To indicate in the remarks column the details of the targetted outputs for easy review and calibration.

** No percentage weight for ranking purposes since these are activities only expected to be performed at the department level