

University Review Services

CENTER FOR CONTINUING EDUCATION

VISAYAS STATE UNIVERSITY

Rating Equivalents:

4 - Very Satisfactory

5 - Outstanding

3 - Satisfactory

2 - Fair

1 - Poor

I, CHRISTY M. DESADES, Head of the University Review Services, commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January - June 2024.

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

CHRISTY M. DESADES

Head

Date:

7-10-24

CHRISTY M. DESADES

Director, Center for Continuing Education

Date: 7-10-24

| NFORMATION ON PERSONNE | L FULL-TIME | TEACHING EQUIVA | LENT (FTE): |
|------------------------|-------------|------------------------|-------------|
|------------------------|-------------|------------------------|-------------|

RDE Commitments*** Total FTE (1x2) Research Number (1) Min. FTE (2) Publication Extension Personnel 1.00 0.00 0.00 Head 18.00 18.00 Admin. Staff Members NA NA NA NA NA 1.00 TOTAL: 18.00 18.00 0.00 0.00

Note:

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

| MFOs/PAPs | Performance Indicator (PI) | Units/Persons Responsible | Consolidated Targets of all departments* | Actual Accomplishments | | Rating | | | | Remark (Details of the |
|--|---|------------------------------|--|---------------------------|------------------------------------|---------|------------|------------|---------|---|
| | | | | % Accom- plishment | Details of Accom- plishments | Quality | Efficiency | Timeliness | Average | targetted output indicators with **) |
| UNIV MF01: GE | NERAL ADMINISTRATION & SUPPORT SERVICES | | | | | | | | | |
| The second second second | PI 1. Efficient & customer-friendly frontline service | | | | | | | | | |
| MFO 1. Administrative and Support Services | PI 1.1 Percentage of complaints from clients served | Director/Unit Head, Staff | 100% | 100% | Zero-percent complaint | 5.0 | 5.0 | 5.0 | 5.0 | Zero percent complaint |
| Management | Percentage of reviewees assisted in PRC - related applications | Director/Unit Head, Staff | 100% | NA | | NA | NA | NA | NA | Not in the 1st & 2nd Quarter target |
| | PI 2. Effectively acted Administrative/financial documents | | | | | | | | | |

^{*} On vacation-sick-leave status, Ratio of Instruction and RDE commitmtents should determined based on FTE of 18 units

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

Communications/requests, planning Documents (SWOT, ROAM, OTP, WFP, PPMP, OPCR, IPCR, other documents like manuals), Number of official documents timely and Director/Unit 110% applications, personnel PI 2.1 50 4.0 4.7 5.0 5.0 effectively acted upon Head, Staff (55/50)documents (DTR, renewal contracts, etc), all documents related to function of and acted upon by units Director/Unit Number of quality procedure prepared/revised PI 2.2 Actual output NA NA NA NA NA Head, Staff Meetings with staff, with Number of administrative & management Director/Unit 58% PI 2.3 12 5.0 5.0 4.0 other units who have meetings conducted Head, Staff (7/12)business with URS PI 3. Response to NCs and CARs issuances Director/Unit PI 3.1 Percentage of NCs received and acted 0 100% 5.0 5.0 5.0 5.0 Head, Staff Director/Unit PI 3.2 5.0 Percentage of CARs received and acted 0 100% 5.0 5.0 5.0 Head, Staff **Average Rating OVPPRGEA** PI 2. Efficient Planning and Monitoring Services MFO 2. PI 2.1 Number of programs/activities/projects (PAPs) Director/Unit Planning, planned Head, Staff Management, Review Class for Number of programs designed to improve and Monitoring Professional Teachers, Director/Unit 100% performance of graduates in licensure 4.0 4.7 Services 2 5.0 5.0 Review Class for Head, Staff (2/2)examination Agriculturists PI 2. 2 Number of programs/activities/projects (PAPs) Director/Unit Not in the 1st & 2nd Quarter Number of review programs implemented 2 NA NA NA NA NA Head, Staff target Director/Unit Review classes are now Number of online review programs offered 2 NA NA NA NA NA Head, Staff face to face PI 3. Number of programs/activities/projects (PAPs) All degrees programs of Database on performance of VSU graduates in Director/Unit 100% 5.0 VSU with licensure 12 5.0 5.0 5.0 various licensure examinations Head, Staff (12/12)examinations

| | Database of experts as lecturers and coaches | Director/Unit Head, Staff | 2 | 100% (1/2) | 5.0 | 5.0 | 4.0 | 4.7 | Review Masters for Professional Teachers, Review Masters for Agriculture |
|-----------------------|--|------------------------------|---|---------------|-----|-------------|------|-----|---|
| | Average Rating | | | | | | | | |
| Total Over-all Rating | | | | | | 38 | 3.80 | | |
| Average Rating | | | | | | 4.85 | | | |
| Adjectival Rating | | | | | | Outstanding | | | |

Received by:

Calibrated by

Approved:

TONI MARC L. DARGANTES

ELWIN JAY V. YU Chairman, PMT PROSE IVY G. YEPE President

Planning Office
Date: JUL 1 2 2024

Date: July 15, 2024

Date: 9/6/24

* 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.