

Ad 3200
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Visayas State University
Visca, Baybay City, Leyte

MAR 15 2019

OVPI DOC. NO. 1610
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DATE: 02-21-2019

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **MANOLO B. LORETO, Jr.**, Head of the **UNIVERSITY STUDENT SERVICES 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 July to December, 2018.

[Signature]

MANOLO B. LORETO
Unit Head
Date: Dec. 10, 2018

[Signature]

BEATRIZ S. BELONIAS
Vice-President for Instruction
Date: Dec. 10, 2018

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments (July-Dec)	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 1 SUPPORT TO OPERATIONS										none
MFO 1	Recruitment and Admission Services	PI 1. Number of graduating high school students who took the entrance exam resulting from information drive	USSO Staff, some faculty and other staff	200	250	5.0	5.0	5.0	5.00	
		PI 2. Number of high schools visited for information advocacy	USSO Staff, some faculty and other staff	1	3	5.0	5.0	5.0	5.00	Bgy. Bunga, VSU-SHS, Baybay City High School
		PI 3. Number of students evaluated in terms of enrolment requirements and enrolled	USSO Staff	2000	2,072	4.0	5.0	5.0	4.67	
		PI 4. Numbe of incoming students and parents/guardians oriented on VSU Course offerings and admission requirements	MBL, All Guidance	5	15	5.0	5.0	5.0	5.00	Students only
		PI 5. Number of incoming students evaluated in terms of enrolment requirements and enrolled	MBL, All Guidance	2000	2,072	4.0	4.0	5.0	4.33	

		PI 6. Number of Career talk conducted at the different high schools by invitation	Guidance Counselors	1	2	5.0	5.0	5.0	5.00	Bgy. Bunga, VSU-SHS
	Guidance and Counseling Services	PI 1. Number of guidance activities conducted	MBL, All Guidance Counselors	1	3	5.0	5.0	5.0	5.00	General Orientation, Block section orientation, Continuing ESGP-PA grantees
		a. Initiated by USSO	Guidance Counselors	3	5	5.0	5.0	4.0	4.67	DOST scholars, ESGP-PA grantees, TES orientation, Character Enhancement
		b. Requested by other units or institutions	Guidance Counselors	2	5	4.0	5.0	5.0	4.67	By invitation of Ms. Castaneda
		PI 2. Number of students who have availed of guidance services	All USSO staff	18%	23%	4.0	5.0	5.0	4.67	
		PI 3. Percentage of students counselled	MBL, Guidance Counselors	7%	23%	5.0	5.0	5.0	5.00	Referred from the Academic departments, Registrar, and concerned faculty
		PI 3. Percentage of students with academic deficiencies counselled/followed-up	MBL, Guidance Counselors	90% of referred	90.00%	4.0	5.0	5.0	4.67	
		PI 4. Percentage of students conducted psychological tests for vocational counselling	JAP, Admin Staff	100%	100.00%	5.0	5.0	5.0	5.00	
		PI 6. Number of best practices on student guidance services	All USSO staff	1	4.00	5.0	5.0	5.0	5.00	Conduct of value restoration in some units and outside offices
MFO 3	Student Welfare	PI 1. Number of students availing VSU dormitory facilities	MBL, MML	1800	2500	5.0	5.0	5.0	5.00	For Summer and 1st semester only
		PI 2. Number of students awarded with scholarships, grants, and student assistanship and monitored	MBL, CAB, JFP, MAGC	800	1354	5.0	5.0	5.0	5.00	Excluding those awarded through RA10931
		PI 3. Number of best practices on student welfare services	All USSO staff	1	1	5.0	5.0	5.0	5.00	Continued establishment of DBGF & Campus Ministry
MFO 4	Student Development	PI 1. Number of students' seminars, forums, orientations, jobs fair/job seeking/SRA, conference, convention conducted/coordinated as calendared	All USSO staff	2	3	5.00	5.00	5.00	5.00	Student Leaders Summit, USSC Leadership Training, DOST Patriot

		PI 2. Number of best practices on student development		1	1	5.00	5.00	5.00	5.00	Conduct of Honors and Awards Convocation
MFO 5	General Administration and Support Services	PI 1. Number of program/institutional accreditation related process supported	All USSO staff	8	12	5.00	5.00	5.00	5.00	ACCUUP, ISO
		PI 2. Number of student services office coordinated	MBL, Guidance Counselors	2	4	5.00	5.00	5.00	5.00	VSU-Hospital, VSU-Security Office, QAC, Academic units
MFO 6	Other Accomplishments	PI 1. Number of seminars/training/workshop invited as experts or resource person	MBL, All Guidance Counselors	4	6	5.00	5.00	5.00	5.00	C/O Ms. Castaneda, Ms. Tauy, Ms. Brit
		PI 2. Exit survey conducted and analyze	MBL, JAP	1	1.00	3.00	5.00	5.00	4.33	
		PI 5. Number of appointments of advisers, campus ministers, DBGF, etc prepared	MBL, MML	200	259	5.00	5.00	5.00	5.00	
MFO 7	Administrative and Support Services	PI 1. Number of issuance of requested certificates/excuse letters/good moral and other documents of the same nature	MML, MBL, CAB, CCTT	400	1203.00	5.00	5.00	5.00	5.00	
		P.2 Number of documents submitted for TES application of students	MBL	1	3	5.00	5.00	5.00	5.00	TES for ESGP-PA, TES for 4Ps Family, and TES for all students

		PI.3 Number of documents submitted for TOSF Billing	MBL	1	2.00	5.00	5.00	5.00	5.00	TOSF for all students, TOST for ESGP-PA grantees
		PI 2. Percentage of shifting of courses/LOA/ID replacement/permits to hold classes/exams/activity and field trip permits and readmission approved within 1 hour	USSO staff	90%	90.00%	3.00	5.00	5.00	4.33	
MFO 8	Efficient Customer-friendly Assistance	PI 1. Zero complaint unattended from clients	All USSO staff	0	1	5.00	5.00	5.00	5.00	
Number of Performance Indicators Filled-up										
Total Over-all Rating										
Average Rating						4.87				
Adjectival Rating										

MBL = Manolo B. Loreto Jr; MML = Meriam M. Luna; JAP = Junito A. Panonce; CAB = Chona A. Brit; LNS = Lucena N. Seroy

Received by:

Planning Officer

Date: _____

Calibrated by:


REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending Approval:


BEATRIZ S. BELONIAS

Vice Pres. for Instruction

Date: _____

Approved:


EDGARDO E. TULIN, Ph.D.

President

Date: _____