

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM 2017

I, **ELIEZER L. VELASCO**, Head of the Registrar's 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 2017.

PERSONNEL :

Office Head	1	Casual	2
Regular Staff	6		
Job Order	3	TOTAL	12


ELIEZER L. VELASCO

OFFICE : : REGISTRAR'S OFFICE
BUDGET :

MFOs/ PAPS	Success Indicators/Performance Indicators	Unit/Persons Responsible	Target	Actual Accomplishment 2016	Actual Accomplishment 2017	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
STUDENT SERVICES										
	1. No. of student records evaluated for enrollment and graduation purposes	E. Olleras	5,000	100%	119% 5959	5	5	5	5	
	2. No. of Transcript of Records / certifications prepared and issued	R. Maala	200	100%	100%	5	5	5	5	
	3. No. of Tentative candidates for latin honors computed & prepared for committee, UAC & Board of Regents meeting.	L. Daquipil	0	0%	0%					

	4. No. of Cert. of Transfer credential /Transcript of Records prepared/issued	M. Bartolini	75	100%	100%	5	5	5	5	
Student Records Management Services										
	1. No. of students records for Continuing & new students filed	A. Tan A. Celeste	5,000	100%	119% 5959	5	5	5	5	
	2.No. of Report of grades/ sorted / mailed to parents/distributed to dept.		5,000	100%	119% 5959	5	4	5	5	
	3. No. of class/ examination Schedules prepared/converted/printed/posted	A. Galenzoga	2,500	100%	149% 3748	5	5	5	5	
	4. No. of Statistical Reports prepared & submitted to CHED, DBM,DFA, BI, NICA, NBI & other agency		52	100%	100%	5	5	5	5	
	5.No. of list of graduates submitted to PRC & CHED		1 set of 31 pages	100%	100%	5	5	5	5	
	6 No. of Report of grades Printed	J. Banzon	4,500	100%	121% 5485	5	5	5	5	
	7. No. of E-copy of grades generated and checked		2000	100%	100%	5	5	5	5	
	8. No. Class Roster/sorted/distributed/received /updated		2000	100%	100%	5	5	5	5	
						5	5	5	5	

	9. No. of computer programs for office needs prepared/updated:	Norman Villas	10	100%	100%	5	5	5	5	
	1. No. of office documents, incoming and outgoint documents received / recorded / filed	N. Villas	9,600	100%	100%	5	5	5	5	
Other Outputs										
	2. No. of Requests of professors to change schedule of classes/conduct of examinations outside regular schedule and make-up classes.		600	100%	100%	5	5	5	5	
	3. No. of meeting attended such as curriculum committee ,Academic/ Administrative Council and Ad Hoc Committees	E. Velasco	600	100%	100%	5	5	5	5	
	4.No. of documents signed by the Registrar		9,600	100%	100%	5	5	5	5	
	5. No. of Identification cards (I.D. for students and staff processed.	Norman Villas M. Bartolini	495	100%	100%	5	5	5	5	

New innovation	6. Devised a computer system putting registrar's services on-line: a) student grades b) departmental/Blocked Schedule c. Facebook d. Cumulus One										Norman Villas	4	100%	100%	5	5	5	5	
Total Over-all Rating															4.75	4.75	4.75	4.75	
Average Rating																			4.75
Adjectival Rating	OUTSTANDING																		

Received by:

Planning Office

REMBERTO A. PATINDOL
PMT

Date : _____

Calibrated by:

RECOMMENDING APPROVAL:

BEATRIZ S. BELONIAS
Vice President

Date : _____

Approved by:

EDGARDO E. TULIN
President

Date : _____

1 – quality

2 – Efficiency

3 - Timeliness