OP# 359



Visayas State University
Vice-President for Planning, Resource Generation and External Affairs
Visca, Baybay City, 6521-A, Leyte, Philippines



## OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCR)

I, **DILBERTO O. FERRAREN**, Vice-President for Planning, Resource Generation and External Affairs, 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 2020**.

Approved:

EDGARDO E. TULINA

University President

Date:\_\_\_\_

DILBERTO O. FERRAREN

Head of Unit

Date:\_\_\_\_\_

Head	VP for PRGEA	1
Head	Planning & Infra. Proj. &	1
Regular Administrative Staff	Administrative Assistant VI	1
Regular Administrative Staff	Administrative Assistant II	1
Regular Administrative Staff	Administrative Aide III	1
Job Order Administrative Staff	Administrative Aide I	- 1
Job Order Architect	Engineer II	1

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

MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual	Rating				
				Accomp- lishment	Q	Q E T	A	Remarks	
UNIV MFO1: GEN	NERAL ADMINISTRATION & SUPPORT SERVICES								
OVPPRGEA MFO  1. Administrative and Support Services Management	PI 1. Efficient & customer-friendly frontline service	PRGEA Staff	zero complaint	zero complaint	5	5	5	5.00	
	PI 2. Effectively acted Administrative/financial documents	PRGEA Staff	500	1088	5	5	5	5.00	
	PI. 3. Offices and personnel efficiently supervised and monitored (OAS/IGP, URC/CCE, and VMO)	VP	2	15	5	5	5	5.00	
	P1.4. Administrative & management meetings effectively chaired	VP, BOM, IGP, PRGEA Staff	2	15	5	5	4	4.67	
	P1.5 Enhanced direct linkages with external agencies	VP, PRGEA Staff	3	5	. 5	4	4	4.33	
	P1.6 ISO aligned documents for at least 1 core process.	VP, PRGEA Staff	50%	50%	5	4	5	4.67	
	Average Rating							4.78	

MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual		D			
				Accomp- lishment	Q	E	T	A	Remarks
,	PI 1. Proactive submission of university reports/ plans and documents as			***************************************					
	prescribed by DBM & VSU Annual Report  * Percentage DBM Quarterly Report of Operation (BAR) and Physical		MONTH MATERIAL STATE OF THE STA						
	Plan 2020 (BED)	PRGEA Staff	100%	100%	5	5	5	5.00	
	* Percentage VSU Annual Report	VP, PRGEA Staff	100%	100%	5	4	4	4.33	
	PI 2. Efficient Planning and Monitoring Services								
	* Percentage Strategic Planning (Review & Monitoring)	VPs, PRGEA staff,	50%	50%	5	5	5	5.00	
	* Percentage Work and Financial Planning	Dean, Heads,	100%	100%	5	4	5	4.67	
OVPPRGEA MFO	* Percentage Organizational Structure Planning	stakeholders, ODAHRD & OP	100%	100%	5	5	5	5.00	
2. Planning, Management, and	* Percentage Comprehensive Land Use Planning	LUDIP - Committee & Technical Experts	30%	30%	5	4	4	4.33	
Monitoring	PI 3. Performance Management Team (PMT) Secretariat Services								
Services	* OPCR Evaluation and Monitoring	PRGEA Staff	50%	100%	5	5	4	4.67	
	* No. of OPCRs facilitated	PRGEA Staff	50%	100%	4	4	4	4.00	
	* Efficient disseminaton of OPCR Rating Results	VP, PRGEA Staff	1	1	4	4	4	4.00	
	PI 4. Collaborative and regular monitoring of the transparency seal	PRGEA Staff	5	- 5	5	5	5	5.00	
	P1.5. Promptly provide data needed for vsu budget proposal	VP, PRGEA Staff, Budget	100%	100%	5	5	4	4.67	
	P1.6. Percentage of unit planning of PAPs based on Work & Financial Plan	Dept. Heads/ Units/Deans/Centers	100%	100%	4	4	4	4.00	
	Average Rating							4.56	
	PI 1. Percentage of RF/STF managers complying with requirements and policies set by the Board of Management							SERVE UNIVERSITATION AND SERVES UND CONTRACTOR OF THE CONTRACTOR O	
	* Efficient monthly financial reports	VP, IGP Director & PRGEA Staff	100%	100%	5	5	5	5.00	
OVPPRGEA MFO 3. Resource Generation Management Services	* Regular Annual Review of STF-IGP and and RF-IGP projects	VP, BOM, IGP & PRGEA staff							
	* Regular Physical evaluation and monitoring of IGP Projects (once every 6 months)	VP, IGP Director	100%	100%	5	5	5	5.00	
	PI 2. Income generated from STF projects in support to instruction, research and extension.	VP, BOM Housing Commission, IGP Director, BOM	1.75M	4.37M	5	5	5	5.00	
	PI.3. Income generated from RF projects in support to university projects/	VP, IGP Director/ PRGEA Staff	1.75M	7.99M	5	5	5	5.00	
	Average Rating							5.00	

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MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomp- lishment	Rating				n 1
					Q	E	T	A	Remarks
OVPPRGEA MEO	P1.1. Responsible for ensuring that the Procuring Entity abides by the standards set forth by the Act and IRR, and prepare a Procurement Monitoring Report (PMR) in the form prescribed by the GPPB.	BAC Chair	100%	100%	5	5	5	5.00	a
4. Bids & Awards	* Provide administrative support to the BAC and the TWG.	BAC Members, Secretariate & TWG	100%	100%	5	5	5	5.00	
	Average Rating								
OVPPRGEA MFO 5. Other Functions	P1.1. Secretariate to the VSU Formal Investigation Committee.	DF Andres/FIC Members/Legal Office	100%	100%	5	5	5	5.00	
	P1.2. Monitor and Facilitates distribution of University Uniform	OVPPRGEA Staff	100%	100%	5	5	5	5.00	
	Average Rating							5.00	
Total Over-all Rating								19.33	
Average Rating								4.83	
Adjectival Rating					mentago Alistorio Albertan	natus dest destructivos d'Appel		Outstan	nding

Received by:

DANIEL LESLIE S. TAN
Planning Office

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT

Recommending Approval:

DILBERTO O. FERRAREN

Vice-Pres. For Planning, Resource Generation & External Affairs

Approved by:

EDGARDO E. TULIN.

President