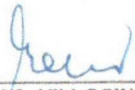



OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, ALELI A. VILLOCINO, Vice President for Student Affairs & Services 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 - December 2021


ALELI A. VILLOCINO
 VP for Student Affairs and Services
 Date **FEB 23 2022**

Approved: 
EDGARDO E. TULIN
 President
 Date **FEB 28 2022**



Appointment/Status	Position Title	Number
Head	Vice-President for Student Affairs & Services	1
Regular Staff	Administrative Aide VI	1
Job Order		1
	TOTAL	3

Rating Equivalents:
 5 - Outstanding
 4 - Very Satisfactory
 3 - Satisfactory

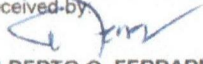
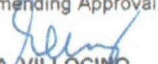
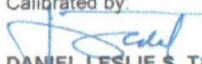
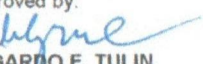
GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments (July-December 2021)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO OPERATIONS									
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
OVPSAS STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served that rated the services rendered at least very satisfactory or higher	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OCL, OHA	95% of clients rated services as very satisfactory or higher	100%	5	5	4	4.6	Note: to get the final rating from QAC who analyze all customer feedback
	PI 2. Number of quality procedures revised/updated/registered at QAC	OVPSAS, Department Student Internship Program in-charge, ODS, NSTP, OHA, OCL	15	32	5	5	5	5.0	PM-VPS-01, PM-OHA-01, PM-LIB-01, PM-LIB-02, PM-LIB-03, PM-LIB-04, PM-LIB-05, PM-LIB-06, PM-LIB-07, PM-LIB-08, PM-LIB-09, PM-LIB-10, PM-ODS-01, PM-ODS-02, PM-ODS-03, PM-ODS-04, PM-ODS-05, PM-ODS-06, PM-ODS-07, PM-ODS-08, PM-ODS-09, PM-ODS-10, PM-ODS-11, PM-ODS-12, PM-ODS-13, PM-ODS-14, PM-ODS-15, PM-ODS-16, PM-ODS-17, PM-ODS-18, PM-ODS-19, PM-ODS-20, PM-ODS-21
	PI 3. Percentage implementation of processes in accordance with existing approved quality procedures	OVPSAS, Colleges & Departments, ODS, OSWS, OSGA, OSDS, OJCS, NSTP, OHA	100% processes implemented according to QP	100%	5	5	5	5.0	zero NC during the 3rd internal audit
	PI 4. Number/Percentage of Reports submitted on time to partner agencies and other regulatory bodies	OVPSAS, ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP, OHA, UCL	100 % reports submitted on time	100%	5	5	5	5.0	Communication from partner agencies and transmittal for submission

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments (July-December 2021)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 5. Percentage of 5s implementation at the workplace	Office of the Chief Librarian	95%	98%	5	5	4	4.6	
	PI 6. Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	OVPSAS, ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP, OCL, OHA	100% ISO compliant evidences readily available	100%	5	5	5	5.0	Quality Procedures, Forms, Guidelines, Documented Information and other objective evidences are on file & organized
	PI 7. Number of offices/units/departments audited	ODQA & Internal Auditor	7	7	5	5	5	5.0	Dept of Economics, College of Engineering, Office of the Director for Instruction & Evaluation, Office of the Director for Instructional Materials Development, Philippine RootCrops Center, Office of the Director for Research, Office of the Director for Innovation
	PI 8. Number of Corrective Action Reports issued to offices/units/departments or personnel	ODQA & QMR	10	17	5	4	4	4.33	OUR, EcoFARMi, DCE, DMP, QMR, ODPP, OHRA, ODHRM, ODFM, USHER, OGS, OCL, OHIGP (2), VSU Villaba
	PI 9. Number of correspondence sent to interested parties, external agencies & other stakeholders	ODQA & QMR	15	30	5	5	5	5.0	offices, units, department, colleges, students
	PI 10. Number of ISO-related meetings conducted	ODQA, ISO Core Team, Top Management, Internal Auditors, process owners, dDRCS	5	10	5	5	5	5.0	Top Management, ISO Core Team, Internal Quality Auditors, Process Owners, Co-process owners, dDRCS, ICTMC, Customer Feedback Officer, CF Analyst & other consultation meetings with interested parties
	PI 11. Percentage of clients served, requested, the services received at least very satisfactory or higher	Office of the Chief Librarian	0% complaint from client served	0% complaint	5	5	4	4.6	
	PI 12. No. of quality procedures prepared, reviewed and/or revised	Office of the Chief Librarian	2	10	5	5	5	5.0	
OVPSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
OVPSAS STO 3: ARTA aligned frontline services	PI 1. Efficient & customer friendly frontline service	OVPSAS, ODS, OSWS, OSDS, OISPS, OCJP, UCL, OHA	Zero percent complaint from clients served	100%	5	5	5	5.0	Note: Please refer to customer satisfaction survey result from QAC
	PI 2. Citizen's Charter compliance: a. Citizen/client satisfaction survey	Office of the Chief Librarian	95% satisfied	98% satisfied	5	5	4	4.6	

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments (July-December 2021)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OVPSAS STO4: INNOVATIONS & BEST PRACTICES									
<u>OVPSAS STO 4:</u> <u>Innovations & new</u> <u>Best Practices</u> <u>Development</u> <u>Services</u>	PI 1. Number of new systems/innovations/proposals introduced and implemented	VSU Cares Committee, Local COVID Vaccination Team, OVPSAS, Student Affairs & Services Committee, OSWS, OCJPS	3	5	5	5	5	5.0	VSU Committee on Advocates for Resilience & Empowering Student Integration of Wellness Break in the Academic Calendar, Local COVID Vaccination Drive Student Survey, Implementation of Alternative/Flexible Internship Plan in the New normal, Student Onboarding
	PI 2. Number of Mental Health or Psychosocial Support provided to students	Office of Student Welfare & Services	4	10	5	5	5	5.0	
	PI 3. Percentage of students advised through distance counseling		150	203	5	5	5	5.0	Distance Counseling of Students
	PI 4. Number of webinars organized/conducted related to career assessment, vocational guidance, character enhancement	Office of Career & Job Placement Services	2	6	5	5	5	5.0	Virtual Jobs Fair
	PI 5. Number of linkages established in providing employment opportunities		2	15	5	5	5	5.0	
	PI 6. Number of new systems/innovations/proposals introduced and implemented	OCL and all unit librarians	1	1	5	5	4	4.6	
		Office of the Chief Librarian	125 volumes library materials acquired and processed 655 Volumes		5	5	5	5	
	PI 7. No. of materials acquired and processed.								
	PI 8. Number of title of theses, dissertations, manuscripts, etc., received		200 titles	398 Titles	5	5	5	5	
	PI 9. No. of resources encoded to the database, barcoded and/or RFID provided	Office of the Chief Librarian	250 volumes	569 Volumes	5	5	5	5	OCL database
	PI 10. No. of documents prepared for AACCUP, CHED, ISA ,ISO, etc accreditations/requirements	Office of the Chief Librarian	2 documents	76 Documents	5	5	5	5	All degree programs subjected to level II, III, IV accreditation

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments (July-December 2021)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 11. No. of e-copies of theses/dissertations, field practice reports, etc. manuscripts assessed and printed.	Office of the Chief Librarian	200 e-copies	398 e-copies	5	5	5	5	Student theses/dissertations, field practice reports
	PI 12. No. of books, journals repaired and/or bound	OCL Binders and Support staff	150 volumes	394 Volumes	5	5	5	5	Reference, serial, Viscaina Section/collection
	PI 13. No. of books, journals repaired and/or bound	OCL Binders and Support staff	150 volumes	394 Volumes	5	5	5	5	
	a. Students, faculty, staff & researchers availed the library facilities, services & resources	Office of the Chief Librarian	100 users per rating period	224	5	5	5	5	
			150 user per rating period	172	4	5	4	4.3	
		b. Students, faculty, staff & researchers reference queries responded	Office of the Chief Librarian	100 users per rating period	384	5	5	5	5
	PI 14. No. of E-copies of theses/dissertation converted to e-books	Office of the Chief Librarian	150 e-copies of theses/ dissertation converted to e-books	149	3	4	2	3	The staff's hour assigned to this task is just 10 hours /month only.
	PI 15. Number of materials for special collection received		6 titles of materials for special collection	10	5	5	4	4.6	
OVPSAS STO5: SUPPORT TO STUDENTS									
	PI 1. Number of student internship manual prepared and reviewed	OVPSAS, ODS, College Deans, Department Heads, Student Internship Program Incharge	1	1	5	5	4	4.6	Proposed Student Internship Manual
	PI 2. Number of Internship Plans presented to the OVPSAS	OVPSAS, College Deans, Department Heads, ODIE, Student Internship Program In-charge	2	3	5	5	5	5.0	BCAEd Apprenticeship Plan, BSED Student Internship Plan, BS Development Communication Internship Plan
	PI 3. Number of MOA forged by Host Training Institution & Host Training Establishments/Agency	OVPSAS, College Deans, Department Heads, Dept Internship Progrma Coordinator, VSU & East-West Center	4	6	5	5	5	5.0	In coordination with Department of Internship Program Coordinator

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments (July-December 2021)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO6: General Administrative and Support Services (GASS)									
OVPSAS GASS 1: Administrative and Support Services Management									
	PI 1. Number of administrative services and financial/ administrative documents acted within time frame	OVPSAS, ODS, OHA, OSWS, OSGA, OSDS, OJCS, OUCL	25	30	5	5	5	5.0	Certifications, clearances, financial statement/reports, monitoring report, CHED mandated reports, scholarships, student development services report, CAT qualifiers list
	PI 2. No. of formal/informal linkages with external agencies maintained	OVPSAS, ODS, OSWS, OHA, UCL	3	3	5	5	5	5.0	
	PI 3. No. of council/board/committee assignments served/functions performed	OVPSAS, ODS, OSDS, OISPS, OCJP, OSGA, NSTP, OCL, OHA, TWG CAT 2022	5	13	5	5	5	5.0	VEFI Board, UAdCo, UAC, NAPB, APB, University Library Committee, Student Affairs & Services Committee, Donation Drive, Online College Admission Test 2022, Performance Monitoring Team, USSCF, ISO Core Team, Graduate School Council
	PI 4. No. of unit heads/staff meetings presided	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OHA, OCL, SIP Coordinators	5	7	5	5	5	5.0	OVPSAS Unit Heads, College Admission Test Committee, Student Affairs & Services Comt, ISO Core Team, University Library Comt, Department Student Internship Incharge, Comt on Decorum & Investigation on SH cases, Comt on THE Rankings
	PI 5. Number of seminars/conference/trainings attended by OVPSAS	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OHA, OUCL, OVPSAS	8	15	5	5	5	5.0	Corrective Action Reporting, THE the Ma. Bsters Class Impact Ranking, Active Spaces, Fostering Active Communities, Let's Go BAcuna, FY 2021 PBB Online Orientation & AGENCY Accountability Timelines, Learning Gender Best Practice on G & D in HEIs, GAIN Learning Session on Using Global Digital STANDARDS & Frameworks in HRDP, Business Continuity Plan Fundamentals, National Sports Summit, RAFI CFL Virtual Learning Session on Leadership Conversation, Public Orientation on CMO 8 Series of 2021 Guidelines in the Implementation of Delivery of SAS programs, Quality Customer RELations Training, CHED-DepEd Joint Memorandum Order 1 Series 2021 Policies & Guidelines on Deployment of Pre-service Teachers

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments (July-December 2021)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 6. Number of student support services report submitted	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP, OHA, OUCL	4	6	5	5	5	5.0	Student Vaccination Survey to PASUC & CHED, Student Affairs & Services (SAS) Continuity Plan, Donation Drive, Student Internship Report, Students request to enter the campus, SAS Services for limited face-to-face classes
	PI 7. Number of established informal linkages with industries/employers	OVPSAS, College Deans, Department Heads, Student Internship Program In-charge	4	5	5	5	5	5.0	Tugon.ph, PNP Stations in Padre Burgos, Bontoc, Ichon, Sogod, Northwest Samar State University, Live Püre Movement,
	PI 8. Number of Official documents prepared, issued, acknowledged, authenticated and inspected	Office of the Chief Librarian	750 Official documents	1331	5	5	5	5	
	PI 9. No. of linkages with external agencies maintained ie. Exchange partners	Office of the Chief Librarian	58 linkages	58	5	5	4	4.6	
		Total Over-all Rating			4.93	4.95	4.70	4.85	
		Average Rating						4.85	
		Adjectival Rating	Outstanding						
Received-by:  DILBERTO O. FERRAREN VP for Planning, Resource Generation and Auxiliary Services Date: <u>FEB 28 2022</u>		Recommending Approval:  ALELI A. VILLOCINO VP for Student Affairs and Services Date: <u>FEB 23 2022</u>		Calibrated by:  DANIEL LESLIE S. TAN Chairman, PMT Date: <u>FEB 24 2022</u>		Approved by:  EDGARDO E. TULIN University President Date: <u>FEB 28 2022</u>			

- 1- Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average

Note: Entries with blue colors are from the OTP