

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 July to December 2019.

DILBERTO O. FERRAREN

Head of Unit

Date:

Approved:

University President

Date:____

| Personnel | Designation | Number | |
|------------------------------|-----------------------------|--------|--|
| Head | VP for PRGEA | 1 | |
| Regular Administrative Staff | Administrative Officer V | 1 | |
| Regular Administrative Staff | Administrative Assistant II | 1 | |
| Regular Administrative Staff | Administrative Aide III | 1 | |
| Total | | 4 | |

| 5 - Outstanding |
|-----------------------|
| 4 - Very Satisfactory |
| 3 - Satisfactory |
| 2 - Fair |

Rating Equivalents:

1 - Poor

| MFOs/PAPs | Performance Indicators | Unit/Person Responsible | Targets | Actual | Rating | | | | |
|--|---|------------------------------|----------------|---------------------|--------|---|---|------|---------|
| | | | | Accomp- lishment | Q | E | Т | A | Remarks |
| UNIV MFO1: GENERAL 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 | 250 | 1035 | 5 | 5 | 5 | 5.00 | |
| | PI. 3. Offices and personnel efficiently supervised and monitored (OAS/IGP, URC/CCE, and VMO) | VP | 2 | 18 | 5 | 5 | 4 | 4.67 | 1 |
| | 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 | 3 | 5 | 4 | 4 | 4.33 | |
| | P1.6 ISO aligned documents for at least 1 core process. | VP, PRGEA Staff | 30% | 50% | 5 | 5 | 4 | 4.67 | |
| | Average Rating | | | | | | | 4.72 | |

| MFOs/PAPs | Performance Indicators | Unit/Person Responsible | Targets | Actual Accomp- lishment | Rating | | | | |
|---|--|---|------------|-------------------------------|--------|---|---|------|---------|
| | | | | | Q | E | Т | 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 Plan 2020 (BED) | BP Bibera | 100% | 100% | 5 | 4 | 5 | 4.67 | |
| | * Percentage VSU Annual Report | VP, PRGEA Staff | 100% | 50% | 4 | 4 | 4 | 4.00 | |
| | PI 2. Efficient Planning and Monitoring Services | | | | | | | | |
| | * Percentage Strategic Planning (Review & Monitoring) | VPs DDGEA stoff | 50% | 50% | 5 | 4 | 4 | 4.33 | |
| OVPPRGEA MFO 2. Planning, Management, and | * Percentage Work and Financial Planning | VPs, PRGEA staff, Dean, Heads, | 100% | 100% | 5 | 4 | 5 | 4.67 | |
| | * Percentage Organizational Structure Planning | stakeholders, ODAHRD & OP | 100% | 100% | 5 | 4 | 5 | 4.67 | |
| | * Percentage Comprehensive Land Use Planning | CLUP - Committee & Technical Experts | 30% | 30% | 5 | 5 | 3 | 4.33 | |
| Monitoring Services | PI 3. Performance Management Team (PMT) Secretariat Services | | | | | | | | |
| | * OPCR Evaluation and Monitoring | PRGEA Staff | 50 | 40 | 3 | 3 | 3 | 3.00 | |
| | * No. of OPCRs facilitated | PRGEA Staff | 50 | 40% | 3 | 3 | 3 | 3.00 | |
| | * Efficient disseminaton of OPCR Rating Results | VP, PRGEA Staff | 1 | 1 | 3 | 3 | 3 | 3.00 | |
| | PI 4. Collaborative and regular monitoring of the transparency seal | BP Bibera | 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 | 5 | 5.00 | |
| | P1.6. Percentage of unit planning of PAPs based on Work & Financial Plan | Dept. Heads/ Units/Deans/Centers | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| | Average Rating | | | | | | | 4.22 | |
| | PI 1. Percentage of RF/STF managers complying with requirements and polici | es set by the Board of M | lanagement | | | | | | |
| | * Efficient monthly financial reports | VP, IGP Director & PRGEA Staff | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| OVPPRGEA MFO 3. | * Regular Annual Review of STF-IGP and and RF-IGP projects | VP, BOM, IGP & PRGEA staff | 1 | 1 | 4 | 4 | 4 | 4.00 | |

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| MFOs/PAPs | Performance Indicators | Unit/Person Responsible | Targets | Actual | Rating | | | | |
|------------------------------------|--|---|---------|---------------------|--------|---|------|-------|---------|
| | | | | Accomp- lishment | Q | E | T | A | Remarks |
| | * Regular Physical evaluation and monitoring of IGP Projects | VP, IGP Director | 10 | 10 | 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 | 1.0M | 1.0M | 5 | 5 | 5 | 5.00 | |
| | PI.3. Income generated from RF projects in support to university projects/programs | VP, IGP Director/ PRGEA Staff | 3M | 5.2M | 5 | 4 | 5 | 4.67 | |
| | Average Rating | | | | | | | 4.73 | |
| OVPPRGEA MFO 4. Bids & Awards | 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 | |
| | * Provide administrative support to the BAC and the TWG. | BAC Members, Secretariate & TWG | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| | Average Rating | | | | | | | 5.00 | |
| 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 | g | | | | | | | 23.67 | |
| Average Rating | | | | | | | 4.73 | | |
| Adjectival Rating | Outstanding | | | | | | | ding | |

Received by:

DILBERTO O. FERRAREN, PhD Vice Predictional anging Obstitutes Generation and External Affairs

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT

Recommending Approval:

<u>DILBERTO O. FERRAREN</u> Vice-Pres. For Planning, Resource Generation & External Affairs

Approved by:

President