

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/accomplishments in accordance with the indicated measures for the period January-June 2021.

Aleli A. Villocino
ALELI A. VILLOCINO

Vice President for Student Affairs & Services

Date

Approved:

Edgardo E. Tulino
EDGARDO E. TULINO
President



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

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

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments (January-June 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, OIVP	95% of clients rated services as very satisfactory or higher	100%	5	5	5	5	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, In-charge, Committee on LGU & Academic Links, Customer Feedback Office	1 proposal policy and manual	2	5	5	5	5	Student Internship Manual, Proposed University Feedback Policy
	PI. 3. Percentage implementation of processes in accordance with existing approved quality procedures	OVPSAS, Colleges & Departments, ODS	100% processes implemented according to QP	100%	5	5	5	5	zero NC during external 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	5 reports submitted on time	15	5	4	4	4.33	Communication from partner agencies and transmittal for submission (CHED, DOLE, DOST, private agencies)
	PI.5 Number of student internship manual proposed	OVPSAS, ODS, College Deans, Department Heads, Student Internship Program Incharge	1 internship manual	1	5	4	4	4.33	Proposed SIP Manual subject for Committee review before the 4th quarter

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments (January-June 2021)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI.6 Number of Internship Plans implemented	OVPSAS, College Deans, Department Heads, ODIE, Student Internship Program In-	4 Internship Plans	8	5	4	4	4.33	BEEEd, BSEd, BPED, BCAED, DVM, BS Animal Science, BSDC, BS Forestry
	PI.7 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, UCL, OHA	100% ISO compliant evidences readily available	10%	5	4	4	4.33	c/o All OVPSAS dDRCs
OVPSAS STO2: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
OVPSAS STO 3: ARTA aligned frontline services	PI. 7 Efficient & customer friendly frontline service	OVPSAS, ODS, OSWS, OSDS, OISPS, OCJP, UCL, OHA	Zero percent complaint from clients served	No complaint	5	5	5	5	Note: Please refer to customer satisfaction survey result from QAC
OVPSAS STO4: INNOVATIONS & BEST PRACTICES									
OVPSAS STO 4: Innovations & new Best Practices Development Services	PI. 8. Number of new systems/innovations/proposals introduced and implemented	OVPSAS, ODS, OIMD, Committee on LGU Links, OHA	3	3	5	4	4	4.33	Online CAT, Online Admission System, SAS HelpDesk Scheduling System, Online Jobseeking Webinars, VSU CARES, Student OnBoarding, Creation of OVPSAS Official Facebook page
	PI. 9. Number of best practices shared to other agencies and/or entries submitted to any search for best practices	OVPSAS, ODS, OHA, University Library	2	2	5	5	5	5	Mobile Delivery of Learning Modules
UMFO6: General Administrative and Support Services (GASS)									
OVPSAS GASS 1: Administrative and Support Services Management									
	PI. 10 Number of administrative services and financial/ administrative documents acted within time frame	OVPSAS	10 documents acted (with absolute figures)	10	5	4	4	4.33	Certifications, clearances, reports, monitoring report
	PI. 11 No. of formal/informal linkages with external agencies maintained	OVPSAS, ODS,	3	3	5	4	4	4.33	CHED, Tugon.ph, Live Pure Movement
	PI.12 No. of council/board/committee assignments served/functions performed	OVPSAS, ODS, OSDS, OISPS, OCJP, OSGA, NSTP, UCL, OHA	10	10	5	4	4	4.33	UADCO, Acad Council, VIFES, BOD, NAPB, APB,ASH/CODI, GAD, Gawad EduKampyon Category D
	PI.13 No. of unit heads/staff meetings presided	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OHA, OUCL, SIP Coordinators	5 monthly meetings	15	5	5	5	5	

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	PI. 14 Number of seminars/conference/trainings attended by OVPSAS	OVPSAS	3	14	5	5	5	5	
	PI. 15 Number of student support services report submitted	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	2	3	5	5	5	5	CHED Monitoring for SAS, Flexible Delivery, Student Affairs and Services Learning
	PI. 16 Number of established informal linkages with industries/employers	OVPSAS, College Deans, Department Heads, Student Internship Program In-charge	4	4	5	5	5	5	LGU, Tugon.ph, Live Pure Movement
		Total Over-all Rating			85	77	77	79.64	
		Average Rating			5.31	4.81	4.81	4.97	
		Adjectival Rating			Outstanding				

Received by:

DILBERO O. FERRAREN
VP for Planning, Resource Generation,
and Auxiliary Services

Date: _____

Recommending Approval:

ALELI A. VILLOCINO
VP for Student Affairs and Services

Date: _____

Calibrated by:

REMBERTO A. PATINDOL
VP for Administration and
Finance, Chairman, PMT

Date: _____

Approved by:

EDGARDO E. TULIN
University President

Date: 9/22/21

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