



VISAYAS
STATE UNIVERSITY



BOR & UNIVERSITY SECRETARY
2/F Administration Building
Visca, Baybay City, Leyte, 6521-A PHILIPPINES
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Email: secretary@vsu.edu.ph
Website: www.vsu.edu.ph

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, GUIRALDO C. FERNANDEZ, JR. / HAZELLE V. ASALDO, Head of the BOR & UNIVERSITY SECRETARY 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 to June 2024.

Approved:

GUIRALDO C. FERNANDEZ, JR.

Head of Unit
January - April 2024

HAZELLE V. ASALDO

Head of Unit
May - June 2024

PROSE IVY G. YEPES

President

Appointment Status	Appoitment/ Status	No.
Head	Board Secretary	1
Admin./Regular	Admin. Aide IV	1
Total		2

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

Received by: [Signature] 10/16/24
OUS

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS - MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS	P11 Number of BOR Meetings facilitated	GC Fernandez, Jr. HV Asaldo VV Balbarino, AD Israel	5 meetings	7 meetings ✓	5	5	5	5.00	
	P12 Number of Pages of Completed BOR Minutes of Meetings	GC Fernandez, Jr. HV Asaldo	40 pages	74 pages ✓	5	5	4	4.67	
	P13 Number of BOR Full Blown Resolutions Prepared	GC Fernandez, Jr. HV Asaldo	25 BOR Resolutions	76 BOR Resolutions ✓	5	5	4	4.67	
	P14 Number of BOR Matrix of Actions Prepared	GC Fernandez, Jr. HV Asaldo VV Balbarino	2 Matrix of Actions	3 Matrix of Actions ✓	5	5	5	5.00	

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
	PI5 Number of Excerpts of BOR Minutes of Meetings Prepared	VV Balbarino HV Asaldo	25 Excerpts	36 Excerpts ✓	5	5	5	5.00	
	PI6 Number of pages/documents scanned & converted into a PDF File for BOR Deliberations (Teleconference)	AD Israel	50 pages	62 pages ✓	5	5	5	5.00	
	PI7 Number of BOR Proceedings Transcribed	VV Balbarino	2 Proceedings	4 Proceedings ✓	5	4	4	4.33	
	PI8 Number of Letter Requests Prepared and Approved by BOR Chair to Route BOR Referendum	GC Fernandez, Jr. HV Asaldo	5 Requests	7 Requests ✓	5	5	5	5.00	
	PI14 Number of Meetings Organized for the Search Committee for Presidency (SCP)	GC Fernandez, Jr.	1 SCP Meeting	1 SCP Meeting ✓	5	5	5	5.00	
	PI15 Number of pages of Completed SCP Reports	GC Fernandez, Jr.	3 Pages	9 Pages ✓	5	5	5	5.00	
	PI16 Number of Agenda Folders Prepared for SCP Meetings	GC Fernandez, Jr.	2 Agenda Folders	8 Agenda Folders ✓	5	5	5	5.00	
OUS - MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY	PI1 Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	GC Fernandez, Jr. HV Asaldo VV Balbarino AD Israel	3 Meetings	6 Meetings ✓	5	5	5	5.00	
	PI2 Number of pages of Completed UADCO & UAC Minutes of Meetings	GC Fernandez, Jr. HV Asaldo	40 pages	52 pages ✓	4	4	4	4.00	
	PI3 Number of UADCO/UAC Proceedings Transcribed	VV Balbarino	3 proceedings	4 proceedings ✓	4	4	4	4.00	
	PI4 Number of pages/documents scanned & converted into a PDF File for UADCO & UAC Discussions (Teleconference)	VV Balbarino AD Israel	5 documents	82 documents ✓	5	5	5	5.00	
	PI5 Number of Referendum Materials prepared for University Academic Council Action	HV Asaldo VV Balbarino	15 Materials	25 Materials ✓	5	5	5	5.00	
	PI6 Number of special/ADHOC Committee Meetings attended	GC Fernandez, Jr. HV Asaldo	3 meetings	3 meetings ✓	5	5	5	5.00	

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS - MFO 3. GENERAL ADMINISTRATION SUPPORT SERVICES	PI1 Number of Requests Received	AD Israel	5 documents	36 documents ✓	5	5	5	5.00	
	Number of Requested Documents Released	AD Israel	5 documents	36 documents ✓	5	5	5	5.00	
	PI2 Number of Documents Received for UADCO/UAC/BOR Meetings	AD Israel	25 Documents	98 Documents ✓	5	5	5	5.00	
	PI3 Number of Vouchers for BOR PER DIEMs Prepared	VV Balbarino AD Israel	2 Vouchers	7 Vouchers ✓	5	5	5	5.00	
	PI4 Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted	GC Fernandez, Jr. HV Asaldo VV Balbarino AD Israel	100% Submitted	100% Submitted ✓	5	5	5	5.00	
	PI5 Response to NCs and CARs issuances:	GC Fernandez, Jr. VV Balbarino AD Israel							
	Percentage of NCs received and acted		0% Target	0% ✓	-	-	-	-	
Percentage of CARs received and acted	0% Target		0% ✓	-	-	-	-		
Total Over-all Rating					108	107	105	107	
Average Rating					4.91	4.86	4.77	4.85	
Adjectival Rating					Outstanding				

Received by:



TONI MARC L. DARGANTES

Planning Office

Date: SEP 30 2024

Calibrated by:



MOISES NEIL V. SERIÑO 10/11/2024

Chairman, PMT

Date: _____

Approved by:



PROSE IVY G. YEPES

President

Date: 10-5-24

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