



OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, CHONA A. BRIT, OIC-Dean of Students, Dean of Students Office 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, 2023**


CHONA A. BRIT
 OIC, Dean of Students, ODS

Date

Approved:


ALELI A. VILLOCINO
 VP for Student Affairs and Services



Appointment/Status	Position Title	Number
Head	Dean of Students (Designated)	1
Regular Staff	Guidance Coordinator III	1
	Guidance Counselor I	1
	Admin. Officer III	1
Casual	Admin. Aide III	1
Job Order		3
	TOTAL	8
No. of Offices	Heads	6

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

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2023)	Actual Accomplishments (Jan.-June, 2023)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO OPERATIONS									
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODS STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served rated the services received 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	5.00	Report from the QAC
	PI. 2. Number of quality procedures revised/updated and registered at QAC	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	3 (Counseling, Scholarship, Student Development)	4	5	4	4	4.33	Updated only
	PI. 3. Percentage implementation of processes in accordance with existing approved quality procedures	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% processes implemented according to QP	100% of DSO procedures were followed	5	5	5	5.00	
	PI. 4 Number/Percentage of Reports submitted on time to partner agencies and other regulatory bodies	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100 % report submitted on time	90%	5	4	4	4.33	

	PI.5 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% ISO compliant evidences readily available	100% documents and records are intact and available	5	5	5	5.00	Open shelf cabinet is installed at the Conference room dedicated for ISO documents
OVPSAS STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODS STO. 2: FOI aligned frontline services	PI. 6 Percentage compliance of reporting requirements in accordance with FOI Manual	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% submission of required reports on time	90%	5	4	4	4.33	
OVPSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODS STO 3: ARTA aligned frontline services	PI. 7 Efficient & customer friendly frontline service	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	Zero percent complaint from clients served	zero complaint	5	5	5	5.00	
OVPSAS STO4: INNOVATIONS & BEST PRACTICES									
ODS STO 4: Innovations & new Best Practices Development Services	PI. 8. Number of new systems/innovations/proposals introduced and implemented	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	1 (Collaboration with LGUs and organizations in the promotion of mental health)	4 (Jobs Fair with ACRO, Colab with UNILAB, New Awards/Recognition	5	4	5	4.67	
	PI. 9. Number of request for expert services in seminars/workshops served/provided	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	3 expert services (1-CAB, 1-MAC, 1-MAGC)	5 (2-CAB, 2- MAGC, 1- CTT)	5	5	5	5.00	Subject to request for services as RP/Facilitator
	PI. 10. Number of best practices shared to other agencies and/or entries submitted to any search for best practices	MBL	2 best practices shared	1-MBL	3	5	5	4.33	
	PI. 11. Number of action research conducted and analyze	CAB	1 action research (OSWS)	Assessment Mental Wellbeing	4	4	4	4.00	On-going
UMFO6: General Administrative and Support Services (GASS)									
OVPSAS GASS 1: Administrative and Support Services Management									
ODS GASS 1: Administrative and Support Services	PI. 12 Number of administrative services and financial/ administrative documents acted within time frame	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% documents acted (with absolute figures)	1,254 (financial documents; CGMC; Clearance; S.A. applications; ID replacement requests; Readmissions; Shifting with counseling)	5	5	5	5.00	
	PI. 13 No. of formal/informal linkages with external agencies maintained	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	1 (DOLE, POEA, Industry, Employers)	11	5	5	5	5.00	

	PI.14 No. of council/board/committee assignments served/functions performed	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	UADCO, Acad Council, ViFE, Undergrad Student Scholarship Committee, GAD	16	5	5	5	5.00	MBL-6, CAB-6, CTT-2, JAP - 2
	PI.15 No. of unit heads/staff meetings presided	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	ODS Monthly meeting,	9 meetings conducted	4	5	5	4.67	2 meetings per month
ODS GASS 2: Student Welfare Services	PI. 16 Number of guidance activities conducted	OSWS	20 guidance activities	15 Activities	5	5	5	5.00	
	PI. 17 Percentage of student counselled	OSWS	10% of the current student population	7% of the population	4	5	5	4.67	only one full time RGC
ODS GASS 3: Institutional Student Services	PI 18 Number of students availing VSU dormitory facilities	OISPS	800 qualified students	1700 qualified students during 2nd sem, 2022-23	5	4	5	4.67	
	PI. 19 Number of students awarded with scholarships/grants and/or monitored	OISPS	1000 VSU-funded scholarships; 50 CHED funded; 150 DOST; 600 TES; 300 TDP-TES & 20 privately-funded	2619 VSU-funded; 50 CHED Funded; 220 DOST; 200 TES; 300 TDP-TES & 20 privately-funded	5	5	4	4.67	No more new slots for TES grant
Total Over-all Rating								89.67	
Average Rating								4.72	
Adjectival Rating									

Received by:

TONI MARC L. DARGANTES

OIC Head for Planning Office

Date: JUL 14 2023

Calibrated by:

DANIEL LESLIE S. TAN

VP for Administration and Finance

Date: JUL 13 2023

Approved by:

EDGARDO E. TULIN

University President

Date: JUL 25, 2023