



## OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, ANGELICA P. BALDOS, Director of the CENTER FOR CONTINUING EDUCATION, 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 2022.

Angelica P. Baldos  
**ANGELICA P. BALDOS**

Director

Date: Jan. 12, 2023

DILBERTO O. FERRAREN

Vice President for Planning, Resource Generation and Auxiliary Services

Date: JAN 16 2023



### INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE):

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)		RDE Commitments***		
					Research	Publication	Extension
Director (CCE), Head (URS), OIC - Head (CPDE)	2	18.00	36.00		0.00	1.00	0.00
Admin Staff Members, CCE	1	NA	NA		NA	NA	NA
Admin Staff Members, URS	1	NA	NA		NA	NA	NA
Admin Staff Members, CPDE	1	NA	NA		NA	NA	NA
<b>TOTAL:</b>	<b>5</b>	<b>18.00</b>	<b>18.00</b>		<b>0.00</b>	<b>1.00</b>	<b>0.00</b>

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

Note: \* On vacation-sick-leave status. Ratio of Instruction and RDE commitments should be determined based on FTE of 18 units

\*\* On Teacher's Leave status. Minimum FTE required is 18 units

\*\*\* Professors and Associate Professors are required to commit RDE outputs (Please Performance Indicators under Research (UMFO 3) and extension (UMFO 4))

MFOs/PAPs	Performance Indicator (PI)	Units/Persons Responsible	Consolidated Targets of all departments *	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	

UNIV MFO1: GENERAL ADMINISTRATION & SUPPORT SERVICES										
OVPPRGEA MFO 1. Administrative and Support Services Management	PI 1. Efficient & customer-friendly frontline service									
	PI 1.1	Percentage of complaints from clients served	Director, Unit Heads, Staff	100%	100%	zero% complaint	5.0	5.0	5.0	5.0
		<i>Percentage of reviewees assisted in PRC - related applications</i>	Director, Unit Heads, Staff	100%	100%	100% All reviewees assisted	5.0	5.0	5.0	5.0 Agricultural and Biosystems Engineers Intensive Review Class
		<i>Percentage of faculty and staff who attended CPD trainings and assisted with PRC license renewal</i>	Director, Unit Heads, Staff	100%	100%	100% All participants assisted	5.0	5.0	5.0	5.0 CPD for Foresters: Webinar on Forest Landscape Restoration
	PI 2. Effectively acted Administrative/financial documents									
	PI 2.1	Number of official documents timely and effectively acted upon	Director, Unit Heads, Staff	50	332%(166/5 0)		5.0	5.0	4.0	4.7 Communications/requests, planning Documents (SWOT, ROAM, OTP, WFP, PPMP, OPCR, IPCR, other documents like manuals), applications, personnel documents (DTR, renewal contracts, etc), all documents related to function of and acted upon by units
	PI 2.2	Number of quality procedure prepared/revised	Director, Unit Heads, Staff	Actual output	NA		NA	NA	NA	NA Accomplished in Jan-Jun period



	PI 2.3 Number of administrative & management meetings conducted	Director, Unit Heads, Staff	12	50% (6/12)		5.0	5.0	4.0	4.7	Meetings with staff, with other units who have business with CCE
	Average Rating									
OVPPRGEA MFO 2. Planning, Management, and Monitoring Services	PI 2. Efficient Planning and Monitoring Services									
	PI 2.1 Number of programs/ <u>activities</u> /projects (PAPs) planned	Director, Unit Heads, Staff								
	Number of programs designed to improve performance of graduates in licensure examination	Director, Unit Heads, Staff	1	NA		NA	NA	NA	NA	Accomplished in Jan-Jun period
	Number of programs developed to enhance faculty and staff capability		2	NA	NA	NA	NA	NA	NA	Accomplished in Jan-June period
	VSU as accredited by PRC local CPD provider for professional teachers		Actual output	100%						Maintained PRC Accreditation
	Number of programs with PRC accreditation for CPD units		1	NA		NA	NA	NA	NA	Accomplished in Jan-Jun period
	PI 2. 2 Number of programs/ <u>activities</u> /projects (PAPs) implemented	Director, Unit Heads, Staff								
	Number of review programs implemented		2	200% (4/2)		5.0	5.0	5.0	5.0	Review Class for Professional Teachers, Review Class for Foresters, Review Class for Agriculturists, Review Class for Agricultural and Biosystems Engineers
	Number of online review programs offered		2	100% (2/2)		5.0	5.0	5.0	5.0	Review Class for Foresters, Review Class for Agriculturists
	Number of faculty and staff trained in - house for CPD units		15	206%(31/15)		5.0	5.0	5.0	5.0	CPD for Foresters

PI 2.3 Number of programs/ <u>activities</u> /projects (PAPs) monitored	Director, Unit Heads, Staff								
<i>Database on performance of VSU graduates in various licensure examinations</i>		2	NA		NA	NA	NA	NA	Accomplished in Jan-Jun period
<i>Database of experts as lecturers and coaches</i>		2	150% (3/2)		5.0	5.0	4.0	4.7	FLE and LEA Online Review Class
<i>Database on competency and skills – based trainings conducted</i>		1	100% (1/1)		5.0	5.0	5.0	5.0	CPD for Foresters
<i>Database of experts as resource persons</i>		1	200% (2/1)		5.0	5.0	4.0	4.7	CPD for Foresters, CPD for Professional Teachers
<b>Average Rating</b>									
Total Over-all Rating								53.667	
Average Rating								4.879	
Adjectival Rating								Outstanding	

Received by:

**TONI MARC L. DARGANTES**

Planning Office

Date: JAN 13 2023

Calibrated by:

**DANIEL LESLIE S. TAN**

Chairman, PMT

Date: JAN 18 2023

Approved:

**EDGARDO E. TULIN**

President

Date: 1/18/2023

- \* The College target should be equal to the consolidated target of the departments under the College.
- \*\* To indicate in the remarks column the details of the targetted outputs for easy review and calibration.
- \*\*\* No percentage weight for ranking purposes since the Office of the Dean is automatically attached to the highest ranking department under him.