



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, Dr. NANCY D. ABUNDA, Head of Instructional Materials Development, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the riod January - June, 2021.

CY D. ABUNDA

OIMD

They

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

Rating Formal Property Committed Agree to be rated on the attainment of the following targets in accordance with the indicated measures for the riod January - June, 2021. period January - June, 2021.

NANCY D. ABUNDA

Head, OIMD

		Actual Accomplishments			Rating						
MFO No.	Success/Performance Indicator (PI)	Units/Persons Responsible	Department Target	% Accom- plishment (July- December 2020)	Details of Accom- plishments	Quality	Efficiency	Timeliness	Average	Remark (Details of the targetted output indicators with **)	% weight
MFO 12	Instructional Materials Development Services										
	PI 1. Percentage in spearheading in the planning of instructional material development and coordination the publication of the same.	Dept. Head-OIMD VSUEE Technical Support	50%	200%	100%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges	
	PI 2. Percentage of syllabi, evaluation sylllabus, TOS, instructional materials and VSUEE monitored.	Dept. Head-OIMD VSUEE Technical Support	50%	200%	100%	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges	

PI 4:Number of seminars/trainings/workshops coordinated for entire university	Dept. Head-OIMD VSUEE Technical Support	2	250%	5	5	5	4	4.67	1. Webinar on Navigating Digital Shift: Instructional Materials to Support the University's Flexible Learning (March 17-18, 2021) 2. VSU E-Learning Environment Training-Workshop for Newly- Hired Instructors (March 29-30, 2021). 3. Webinar on VSUEE last April 6, 2021. 4. Brief Turnitin Kick-Off Administrator's Training with Dr. Edgardo Tulin (VSU President), Dr. Beatriz Belonias (VP for Academic Affairs) and Chancellors of the different VSU components colleges, and Ms. Niña Victorio-Buenabajo - Professional and Education Services Consultant of Turnitin Philippine last May 3, 2021. 5. Turnitin Feedback Studio Instructors Workflow Training which is conducted by the Turnitin Philippines last May 31, 2021. 6. Turnitin Instructors' Workflow Training for VSU Component Colleges.
PI 5. Number of course syllabi and instructional materials reviewed and appproved.	Dept. Head-OIMD VSUEE Technical Support	200	767%	1,533	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges

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	PI 6: Number of syllabi, evaluation sylllabus, TOS and VSUEE monitored.		Dept. Head-OIMD VSUEE Technical Support	200	767%	1,533	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges	,
	PI 7: Number of Virtual Classroom Evaluation reviewed and approved		Dept. Head-OIMD VSUEE Technical Support	200	503%	1006	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges	
	PI 8: Number of Virtual Classroom Monitoring reviewed and approved		Dept. Head-OIMD VSUEE Technical Support	100	599%	599	5	5	4	4.67	All VSU undergraduate and graduate programs of main campus and component colleges	
	PI 9: Number of Virtual Classroom created		Dept. Head-OIMD VSUEE Technical Support	600	225%	1,347	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges	
	PI 9: Number of coordinating the VSU faculty and students VSUEE account		Dept. Head-OIMD VSUEE Technical Support	10,000	130%	13,000	5	5	5	5.00	All VSU undergraduate and graduate programs of main campus and component colleges	
							To	otal R	ating:	43.67		
									Mean	4.85		
MFO 6	General Admin. & Support Services (GASS	5)										
	PI 1: Submission of Office PPMP for the following year within deadline as prescribed by BAC*		Dept. Head (OIMD)	1	100%	1	5	5	4	4.67		
	PI 2:. Zero percent complaint from clients served		Dept. Head (OIMD)	0%	100%	0%	5	5	5	5.0		
	PI 3: Number of planning sessions, tracking and monitoring of targets, meetings, etc. conducted to ensure attainment of department targets**		Dept. Head (OIMD)	4	150%	6	5	5	4	4.67		
	PI4: Number of offices manage and supervised by the Head of the Instructional Materials Development.		Dept. Head (OIMD)	1	100%	1	5	5	5	5.0	Office of the Head of Instructional Materials Development	
	PI 5: Number of monthly/special staff meetings conducted**		Dept. Head (OIMD)	4	150%	6	5	5	4	4.7		
	PI 6:: Additional Outputs		Dept. Head (OIMD)									

	Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other		Dept. Head (OIMD)			0						
	a. Collaboration with the VSU Component College		Dept. Head (OIMD)				5	5	5	5.0		
	b. Consolidation of guidelines and policies with the Academic Units/ department.		Dept. Head (OIMD)				5	5	5	5.0	It was done during the VSU Strategic Plan.	
						Total Rating:			ating:	34.00		
									Mean	4.80		
Total Over-all Rating						77.67						
Average Rating						9.65 4.83 P.				3P.		
Adjectival Rating							Out	stand	ing			

DILBERTO O. FERRAREN

Manning Office Date: JUL 2 6 2021

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT Date: 7 21 21 Recommending Approval:

BEATRIZ S. BELONIAS

Vice Pres. for Instruction *

Date: 7/19/2021

Approved:

President Date:

To indicate in the remarks column the details of the targetted outputs for easy review and calibration.

^{**} No percentage weight for ranking purposes since these are activities only expected to be performed at the department level