

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **NANCY V. DUMAGUING**, Head, Office of the Head of Admission commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January -June, 2022.

NANCY V. DUMAGUING

Head, Office of the Head of Admission

Date 11 July 2022

Approved:


ALELI A. VILLOCINO

VP for Student Affairs and Services



Date



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

Appointment/Status	Position Title	Number	<div>Rating Equivalents: 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Fair 1 - Poor</div>				<div>DATE: _____ BY:  46920 OFFICE OF THE VICE PRESIDENT FOR AUXILIARY SERVICES</div>						
Designated	Head	1											
Job Order	Clerk (Admin Aide)	1											
	IT Staff	1											
	TOTAL	3											
	Success Indicators	Persons Responsible	Target (January-December 2022)	Actual Accomplishments (January-June)	Rating				Remarks				
					Q ¹	E ²	T ³	A ⁴					
UGAS5. SUPPORT TO OPERATIONS													
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS													
Recruitment and Admission Services	PI 1. Number of incoming students evaluated in terms of admissions requirements and enrolled	Head and staff, OHA	2500	9191	5	5	4	4.67	admission applicants who were able to take the VSUCAT but not yet enrolled				
OHA STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 2. Number of admissions forms revised/updated and registered at ODQA	Head and staff, OHA	1	0					FM-OHA-02				
	PI 3. Percentage implementation of processes in accordance with existing approved quality procedures	Head and staff, OHA	zero non-conformity	zero non-conformity	4	4	4	4.00					
	PI.4 Percentage of ISO evidences compliant with existing Online Admission of Undergraduate Students in the New Normal Quality Procedures kept intact and readily available to Auditor	Head and staff, OHA	zero non-conformity	zero non-conformity	4	4	4	4.00					

Actual Accomplishments (January-June)	Rating			
	Q ¹	E ²	T ³	A ⁴
zero complaint	5	4	5	4.67
1	4	5	5	4.67
86	5	5	4	4.67
3	4	5	4	4.33
3	5	4	5	4.67
11	5	4	4	4.33
100%	5	5	4	4.67
100%	5	5	4	4.67
100%	5	5	5	5.00
100%	5	5	4	4.67

	Success Indicators	Persons Responsible	Target (January-December 2022)	Actual Accomplishments (January-June)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	Percentage of NCs received and acted	Head and staff, OHA	0%	NA	5	5	4	4.67	
	Percentage of CARs received and acted	Head and staff, OHA	0%	100%	5	5	4	4.67	
		Total Over-all Rating							68.36
		Average Rating							4.56
		Adjectival Rating							very satisfactory
Received by:		Calibrated by:			Approved by:				
 TONI MARC L. DARGANTES Planning Office Date: <u>7/15/2022</u>		DANIEL LESLIE S. TAN Chairman, PMT Date: <u>JUL 22 2022</u>			 EDGARDO E. TULIN University President Date: <u>7/25/22</u>				

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