



VISAYAS
STATE UNIVERSITY

University Review Services
OVPPRGAS
VISAYAS STATE UNIVERSITY

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, ANGELICA P. BALDOS, Head of the OFFICE OF THE HEAD OF UNIVERSITY REVIEW SERVICES, 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 - June 2021.

ANGELICA P. BALDOS

Head

Date: _____

DILBERTO O. FERRAREN

Vice President for Planning, Resource Generation and Auxiliary Services

Date: _____



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

Total FTE (1x2)

RDE Commitments***

Personnel	Number (1)	Min. FTE (2)		Research	Publication	Extension
Director (CCE), Head (URS), Head (CPDE)	1	18.00	18.00	0.00	1.00	0.00
Admin Staff Members, URS	1	NA	NA	NA	NA	NA
TOTAL:	2	18.00	18.00	0.00	1.00	0.00

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

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

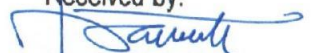
*** Professors and Associate Professors are required to commit RDE outputs (Please Performance Indicators under Research (UMFO 3) and extension (UMFO 4))

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	PI 1. Efficient & customer-friendly frontline service									
MFO 1. Administrative and Support Services	PI 1.1 Percentage of complaints from clients served	Unit Head, Staff	100%	100%	zero - percent complaint	5.0	5.0	5.0	5.0	


Services Management	Percentage of reviewees assisted in PRC - related applications	Unit Head, Staff	100%	NA		NA	NA	NA	NA	No reviewees for this period.
	PI 2. Effectively acted Administrative/financial documents									
	PI 2.1 Number of official documents timely and effectively acted upon	Unit Head, Staff	15	840% (126/15)		5.0	5.0	5.0	5.0	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	Unit Head, Staff	Actual output	50%		5.0	5.0	4.0	4.67	Document Review (PM-URC-01 and FM-URC-01) done in June 2021
	PI 2.3 Number of administrative & management meetings conducted	Unit Head, Staff	6	150% (9/6)		5.0	5.0	5.0	5.0	Meetings with staff, with other units who have business with URS
	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	Unit Head, Staff								
	Number of programs designed to improve performance of graduates in licensure examination	Unit Head, Staff	1	300% (3/1)		5.0	5.0	5.0	5.0	LEPT, FLE, LEA Online Review Classes
	PI 2. 2 Number of programs/ <u>activities</u> /projects (PAPs) implemented	Unit Head, Staff								
	Number of review programs implemented		2	NA		NA	NA	NA	NA	FLE and LEA to be implemented in 2nd half of 2021
	Number of online review programs offered		1	100% (1/1)		5.0	5.0	4.0	4.67	Free Online Access to LEPT Review Resources for VSU graduates

	PI 2.3 Number of programs/ <u>activities</u> /projects (PAPs) monitored	Unit Head, Staff								
	<i>Database on performance of VSU graduates in various licensure examinations</i>		2	600% (12/2)		5.0	5.0	5.0	5.0	All degree programs of VSU with licensure examinations
	<i>Database of experts as lecturers and coaches</i>		2	50% (1/2)		5.0	5.0	4.0	4.67	LEA Online Review Class
	Average Rating									
OVPPRGEA MFO 5. Other Functions	PI 1. Number of programs coordinated in preparation for harmonized offering of review classes	Unit Head, Staff	1	100% (1/1)		5.0	5.0	5.0	5.0	As Visayas Cluster Coordinator and Region 8 Subcluster coordinator for SUC - ACAP, Inc
	Average Rating									
Total Over-all Rating						44.01				
Average Rating						4.89				
Adjectival Rating						Outstanding				


Received by:


DANIEL LESLIE S. TAN
 Planning Office
 Date: JUL 22 2021


Calibrated by:


REMBERTO A. PATINDOL
 Chairman, PMT
 Date: 7/16/21

Recommending Approval:


DILBERTO O. FERRAREN
 Vice Pres. for Planning, Res. Generation and Aux. Service
 Date: _____

Approved:


EDGARDO E. TULIN
 President
 Date: _____

- * 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.