



**OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)**

I, CHRISTY M. DESADES, 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 July - December 2022.

CHRISTY M. DESADES  
Head

Date: 1/12/2023

ANGELICA P. BALDOS  
Director, Center for Continuing Education

Date: JAN. 12, 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), Head (CPDE)	1	18.00	18.00	0.00	1.00	0.00	
Admin Staff Members, URS	1	NA	NA	NA	NA	NA	
<b>TOTAL:</b>	<b>2</b>	<b>18.00</b>	<b>18.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	

**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))

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

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	PI 1. Efficient & customer-friendly frontline service									
	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%	100%	100% All reviewees assisted	5.0	5.0	5.0	5.0	
	<b>PI 2. Effectively acted Administrative/financial documents</b>									
	PI 2.1 Number of official documents timely and effectively acted upon	Unit Head, Staff	15	480% (72/15)		5.0	5.0	4.0	4.67	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	NA		NA	NA	NA	NA	Accomplished in Jan-Jun period
	PI 2.3 Number of administrative & management meetings conducted	Unit Head, Staff	6	150% (6/6)		5.0	5.0	5.0	5.00	Meetings with staff, with other units who have business with URS
	<b>Average Rating</b>									
OVPPRGEA MFO 2. Planning, Management, and Monitoring Services	<b>PI 2. Efficient Planning and Monitoring Services</b>									
	PI 2.1 Number of programs/ <u>activities</u> /projects (PAPs) planned	Unit Head, Staff								
	<i>Number of programs designed to improve performance of graduates in licensure examination</i>	Unit Head, Staff	1	NA		NA	NA	NA	NA	Accomplished in Jan-Jun period
	PI 2. 2 Number of programs/ <u>activities</u> /projects (PAPs) implemented	Unit Head, Staff								
	<i>Number of review programs implemented</i>		2	150% (3/2)		5.0	5.0	5.0	5.0	FLE and LEA Online Review Class
	<i>Number of online review programs offered</i>		1	200% (2/1)		5.0	5.0	5.0	5.0	FLE and LEA Online Review Class
	PI 2.3 Number of programs/ <u>activities</u> /projects (PAPs) monitored	Unit Head, Staff								



	Database on performance of VSU graduates in various licensure examinations		2	NA		NA	NA	NA	NA	Accomplished in Jan-Jun period
	Database of experts as lecturers and coaches		2	100% (2/2)		5.0	5.0	4.0	4.67	FLE and 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	NA		NA	NA	NA	NA	Accomplished in Jan-Jun period
	Average Rating									
Total Over-all Rating						34.34				
Average Rating						4.91				
Adjectival Rating						Outstanding				

Received by:

TONI MARC L. DARGANTES

Planning Office

Date: JAN 16 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.