

Note:

## Center for Continuing Education OVPPRGAS VISAYAS STATE UNIVERSITY

## 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 attainments accordance with the indicated measures for the period January - June 2021. anduadardy ANGELICA P. BALDOS DILBERTO O. FERRARE Director Vice President for Planning, Resource Generation Date: Date: INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE): Total FTE (1x2 RDE Commitments\*\*\* Personnel Number (1) Min. FTE (2) Research Publication Extension Rating Equivalents: 5 - Outstanding Director (CCE), Head (URS), Head (CPDE) 18.00 18.00 1.00 0.00 4 - Very Satisfactory 0.00 Admin Staff Members, CCE 3 - Satisfactory NA NA NA NA NA 2 - Fair Admin Staff Members, URS NA NA NA NA NA 1 - Poor Admin Staff Members, CPDE NA NA NA NA NA TOTAL: 18.00 18.00 0.00 1.00 0.00

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

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

| MFOs/PAPs      |   |   | ie idepartmentsi | Actual<br>Accomplishments |                                    | Rating  |            |            |         |   |
|----------------|---|---|------------------|---------------------------|------------------------------------|---------|------------|------------|---------|---|
|                | Performance Indicator (PI)                            | s |                  | 9/ A                      | Details of<br>Accom-<br>plishments | Quality | Efficiency | Timeliness | Average | Remark (Details of the targetted output indicators with **) |
| UNIV MF01: GEN | ERAL ADMINISTRATION & SUPPORT SERVICES                |   |                  |                           |                                    |         |            |            |         |   |
| OVPPRGEA       | PI 1. Efficient & customer-friendly frontline service |   |                  |                           |                                    |         |            |            |         |   |

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

| MFO 1. Administrative and Support Services Management | PI 1.1 Percentage of complaints from clients served  | Director, Unit<br>Heads, Staff | 1/1/10/2      | 100%             | zero -<br>percent<br>complaint | 5.0 | 5.0 | 5.0 | 5.0  | ,   |
|---|--|--------------------------------|---------------|------------------|--------------------------------|-----|-----|-----|------|---|
|   | Percentage of reviewees assisted in PRC - related applications                                   | Director, Unit<br>Heads, Staff | 7()()()(      | NA               |                                | NA  | NA  | NA  | NA   | No reviewees for this period.   |
|   | Percentage of faculty and staff who attended CPD trainings and assisted with PRC license renewal | Director, Unit<br>Heads, Staff | 111/10/2      | NA               |                                | NA  | NA  | NA  | NA   | No CPD trainings for this period. No support staff for CPDE until May 2021.   |
|   | PI 2. Effectively acted Administrative/financial documents                                       |                                |               |                  |                                |     |     |     |      |   |
|   | PI 2.1 Number of official documents timely and effectively acted upon                            | Director, Unit<br>Heads, Staff | 30            | 683%<br>(205/30) |                                | 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  | Director, Unit<br>Heads, 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                                  | Director, Unit<br>Heads, Staff | 12            | 91.6%<br>(11/12) |                                | 5.0 | 5.0 | 4.0 | 4.67 | Meetings with staff, with other units who have business with CCE.   |
|   | Average<br>Rating  |                                |               |                  |                                |     |     |     |      |   |
| OVPPRGEA  | PI 2. Efficient Planning and Monitoring Services   |                                |               |                  |                                |     |     |     |      |   |
| MFO 2.<br>Planning,<br>Management,<br>and Monitoring  | PI 2.1 Number of programs/activities/projects (PAPs) planned                                     | Director, Unit<br>Heads, Staff |               |                  |                                |     |     |     |      |   |
| Services  | Number of programs designed to improve<br>performance of graduates in licensure<br>examination   | Director, Unit<br>Heads, Staff | 1             | 300% (3/1)       |                                | 5.0 | 5.0 | 5.0 | 5.0  | LEPT, FLE, LEA Online Review<br>Classes   |

| Number of programs developed to enhance faculty and staff capability       |                                | 1                | 100% (1/1)  |                     | 5.0 | 5.0 | 5.0 | 5.0  | Three - Year Annual Plan for<br>Professional Teachers  |
|--|--------------------------------|------------------|-------------|---------------------|-----|-----|-----|------|--|
| VSU as accredited by PRC local CPD provider for professional teachers      |                                | Actual<br>output | `100%       | PTR - 2021 -<br>301 | 5.0 | 5.0 | 5.0 | 5.0  | VSU accredited by PRC as<br>local CPD provider for<br>professional teachers. No<br>support staff until May 2021. |
| Number of programs with PRC accreditation for<br>CPD units                 |                                | 1                | NA          |                     | NA  | NA  | NA  | NA   | No CPD trainings for this period. No support staff for CPDE until May 2021.                                      |
| PI 2. 2 Number of programs/ <u>activities</u> /projects (PAPs) implemented | Director, Unit<br>Heads, Staff |                  |             |                     |     |     |     |      |  |
| Number of review programs implemented                                      |                                | 2                | NA          |                     | NA  | NA  | NA  | NA   | FLE and LEA to be implemented in 2nd half of 202   |
| Number of online review programs offered                                   |                                | 1                | 100% (1/1)  |                     | 5.0 | 5.0 | 5.0 | 5.0  | Free Online Access to LEPT<br>Review Resources for VSU<br>graduates  |
| Number of faculty and staff trained in - house for<br>CPD units            |                                | 15               | NA          |                     | NA  | NA  | NA  | NA   | No CPD trainings for this<br>period. No support staff for<br>CPDE until May 2021.                                |
| PI 2.3 Number of programs/ <u>activities</u> /projects (PAPs) monitored    | Director, Unit<br>Heads, Staff |                  |             |                     |     |     |     |      |  |
| Database on performance of VSU graduates in various licensure examinations |                                | 2                | 600% (12/2) |                     | 5.0 | 5.0 | 5.0 | 5.0  | All degree programs of VSU with licensure examinations   |
| Database of experts as lecturers and coaches                               |                                | 2                | 50% (1/2)   |                     | 5.0 | 5.0 | 4.0 | 4.67 | LEA Online Review Class  |
| Database on competency and skills – based trainings conducted              |                                | 1                | NA          |                     | NA  | NA  | NA  | NA   | No CPD trainings for this period. No support staff for CPDE until May 2021.                                      |
| Database of experts as resource persons                                    |                                | 1                | NA          |                     | NA  | NA  | NA  | NA   | No CPD trainings for this period. No support staff for CPDE until May 2021.                                      |
| Average<br>Rating  |                                |                  |             |                     |     |     |     |      |  |

| OVPPRGEA                  |   |                                |    |            |     |      |         |     |   |
|---------------------------|---|--------------------------------|----|------------|-----|------|---------|-----|---|
| MFO 5. Other<br>Functions | PI 1. Number of programs coordinated in preparation for harmonized offering of review classes | Director, Unit<br>Heads, Staff | 1  | 100% (1/1) | 5.0 | 5.0  | 5.0     | 5.0 | As Visayas Cluster Coordinator<br>and Region 8 Subcluster<br>coordinator for SUC - ACAP,<br>Inc |
|                           | PI 2. Number of professional development training/workshop coordinated                        | Director, Unit<br>Heads, Staff | .1 | 100% (1/1) | 5.0 | 5.0  | 5.0     | 5.0 | As Visayas Cluster Coordinator<br>and Region 8 Subcluster<br>coordinator for SUC - ACAP,<br>Inc |
|                           | Average<br>Rating   |                                |    |            |     |      |         |     |   |
| Total Over-all Rati       | ng  |                                |    |            |     | 5    | 9.01    |     |   |
| Average Rating            |   |                                |    |            |     | 4    | 1.92    |     |   |
| Adjectival Rating         |   |                                |    |            |     | Outs | tanding |     |   |

| Received by:         | Calibrated by:       | Recommending Approval:                                    | Approved:        |
|----------------------|----------------------|---|------------------|
| Sallel               | Xun                  | man   | lelyne           |
| DANIEL LESLIE S. TAN | REMBERTO A. PATINDOL | DILBERTÓ O. FERRAREN                                      | EDGARDO E. TULIN |
| Planning Office      | Chairman, PMT        | /ice Pres. for Planning, Res. Generation and Aux. Service | President        |
| Date: 111 2 2 2021   | Date: _ 7   6 2      | Date:   | 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.