



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

Angelica P. Baldos
ANGELICA P. BALDOS

Date: _____

DILBERTO O. FERRAREN

Date: _____



RDE Commitments***

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

* 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))

[illegible]

MFO 1. Administrative and Support Services Management	PI 1.1	Percentage of complaints from clients served	Director, Unit Heads, Staff	100%	100%	zero - percent complaint	5.0	5.0	5.0	5.0	
		<i>Percentage of reviewees assisted in PRC - related applications</i>	Director, Unit Heads, Staff	100%	NA		NA	NA	NA	NA	No reviewees for this period.
		<i>Percentage of faculty and staff who attended CPD trainings and assisted with PRC license renewal</i>	Director, Unit Heads, Staff	100%	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 Heads, Staff	30	683% (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 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 Heads, Staff	12	91.6% (11/12)		5.0	5.0	4.0	4.67	Meetings with staff, with other units who have business with CCE.
		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	Director, Unit Heads, Staff								
		<i>Number of programs designed to improve performance of graduates in licensure examination</i>	Director, Unit Heads, Staff	1	300% (3/1)		5.0	5.0	5.0	5.0	LEPT, FLE, LEA Online Review Classes

OVPPRGEA MFO 5. Other Functions	PI 1. Number of programs coordinated in preparation for harmonized offering of review classes	Director, Unit Heads, 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
	PI 2. Number of professional development training/workshop coordinated	Director, Unit Heads, 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						59.01				
Average Rating						4.92				
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

ice 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.