



VISAYAS
STATE UNIVERSITY

OFFICE OF THE BOARD SECRETARY

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OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, GUIRALDO C. FERNANDEZ, JR., Head of the OFFICE OF THE BOARD SECRETARY 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 to June 2021

GUIRALDO C. FERNANDEZ, JR.

Head of Unit

Approved:

EDGARDO E. TULIN

President

Appointment	Appointment/ Status	No.
Head	Board Secretary	1
Admin./Regular	Admin. Officer III	1
Admin/Casual	Admin. Aide III	1
Total		3

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

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS - MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS	PI1 Number of BOR Meetings facilitated	GC Fernandez, Jr. VV Balbarino, AD Israel	5 meetings	8 meetings	5	5	5	5.00	
	PI2 Number of Pages of Completed BOR Minutes of Meetings	GC Fernandez, Jr.	40 pages	74 pages	5	5	5	5.00	
	PI3 Number of BOR Full Blown Resolutions Prepared	GC Fernandez, Jr.	25 BOR Resolutions	25 BOR Resolutions	5	5	5	5.00	
	PI4 Number of BOR Matrix of Actions Prepared	GC Fernandez, Jr. VV Balbarino	2 Matrix of Actions	2 Matrix of Actions	5	5	5	5.00	
	PI5 Number of Excerpts of BOR Minutes of Meetings Prepared	VV Balbarino	25 Excerpts	44 Excerpts	5	5	5	5.00	

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
	PI6 Number of pages/documents scanned & converted into a PDF File for BOR Deliberations (Teleconference)	AD Israel	50 pages	150 pages	5	5	5	5.00	
	PI7 Number of BOR Proceedings Transcribed	VV Balbarino	2 Proceedings	5 Proceedings	5	5	5	5.00	
	PI8 Number of Letter Requests Prepared and Approved by BOR Chair to Route BOR Referendum	GC Fernandez, Jr.	5 Requests	-	-	-	-	-	
OUS - MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY	PI1 Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	GC Fernandez, Jr. VV Balbarino AD Israel	3 Meetings	9 Meetings	5	5	5	5.00	
	PI2 Number of pages of Completed UADCO & UAC Minutes of Meetings	GC Fernandez, Jr.	40 pages	52 pages	5	5	5	5.00	
	PI3 Number of UADCO/UAC Proceedings Transcribed	VV Balbarino	3 proceedings	7 proceedings	5	5	5	5.00	
	PI4 Number of pages/documents scanned & converted into a PDF File for UADCO & UAC Discussions (Teleconference)	VV Balbarino AD Israel	5 documents	76 documents	5	5	5	5.00	
	PI5 Number of Referendum Materials prepared for University Academic Council Action	VV Balbarino	15 Materials	30 Materials	5	5	5	5.00	
	PI6 Number of special / ADHOC Committee Meetings attended	GC Fernandez, Jr.	3 meetings	5 meetings	5	5	5	5.00	

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS - MFO 3. ADMIN. GENERAL SUPPORT SERVICES	PI1 Number of Requests Received	AD Israel	5 documents	45 documents	5	5	5	5.00	
	Number of Requested Documents Released	AD Israel	5 documents	40 documents	5	5	5	5.00	
	PI2 Number of Documents Received for UADCO/UAC/BOR Meetings	AD Israel	25 Documents	67 Documents	5	5	5	5.00	
	PI3 Number of Vouchers for BOR PER DIEMs Prepared	VV Balbarino	2 Vouchers	8 Vouchers	5	5	5	5.00	
	PI4 Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted	GC Fernandez, Jr. VV Balbarino AD Israel	100% Submitted	100% Submitted	5	5	5	5.00	
	PI5 Number of ISO related documents prepared/complied	GC Fernandez, Jr. VV Balbarino AD Israel	3 documents	5 documents	5	5	5	5.00	
Total Over-all Rating					95	95	95	95.00	
Average Rating					5	5	5	5.00	
Adjectival Rating					Outstanding				

Received by:

Calibrated by:

Approved by:


DILBERTO O. FERRAREN

Vice President, PRGAS


REMBERTO A. PATINDOL

Chairman, PMT


EDGARDO E. TULIN

President

Date: AUG 05 2021

Date: _____

Date: _____

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