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Visayas State University
ONLINE PROGRAMS OFFICE
Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, EDITHA G. CAGASAN, Head of the ONLINE PROGRAMS OFFICE (Open University, MMDC, VSU Printing Press), 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, 2017.


EDITHA G. CAGASAN

Head, Online Programs Office

Date: _____

INFORMATION ON PERSONNEL

<i>Personnel</i>	<i>Number</i>
Head of Online Programs Office (designee)	1
Education Research Assistant (study leave)	
Admin assistant II (Clerk)	1
Admin aide VI (Audiovisual technician)	1
Utility/messenger (Job order)	1
Admin aide IV (Printing press staff)	1
Admin assistant II (E-learning website adminis	1

<p>Rating Equivalents:</p> <p>5 - Outstanding</p> <p>4 - Very Satisfactory</p> <p>3 - Satisfactory</p> <p>2 - Fair</p> <p>1 - Poor</p>
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MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments		Rating				Remark
					% Accomplishment as of June. 2016	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	
UMFO	1: Advanced Education Services										
OVPI/OPO MFO 1. Graduate Degree Program Management Services											
	PI 1: Number of extramural graduate degree specializations implemented/coordinated	Office head, ERA, Online Educ Systems Admin (OESA)	4	125.0%	5	5	5	5	5.00	MAGDev with majors in Language Teaching, Agronomy, Agricultural Education, Agricultural Extension, Animal Production	
	PI 2: Total FTE monitored	Office Head, ERA	13	118.0%	15.34	5	5	5	5.00	Accomplishment reflected here covers FTEs in the 2nd sem of 2016-2017	

	PI 3: Percentage increase in number of extramural graduate students enrolled	Office head, ERA, OESA, clerk	1.0%	-27.7%	18	5	3	5	4.33	In the second sem of SY 2015-2016, there were 65 students enrolled in extram courses but in the second sem of 2016-2017, there were only 18 students who enrolled in extramural courses. Many shifted to on-campus programs because of the CHED K+12 scholarship.
OVPI/OPO MFO 2. Graduate Student Management Services										
	PI 1: Number of graduate students awarded with scholarship/ assistantship	OPO head, ERA	2	200.0%	4	5	4	5	4.67	They have scholarships from the NGOs where they are working
	PI 2: Percentage of graduate students awarded with scholarship/ assistantship who graduated within prescribed period	OPO head, ERA	1	100.0%	1	5	4	4	4.33	Ms. Lanuza
	PI 3: Number of graduate students awarded with honors/distinction	OPO Head, ERA								
UMFO 5. Support to Operations (STO)										
OVPI/OPO MFO 7. Distance Education Services										
	PI 1: Number of distance education curricular programs implemented	OPO head, ERA, other Open U staff	4	125.0%	5	5	5	5	5.00	MAGDev with majors in Language Teaching, Agronomy, Agricultural Education, Agricultural Extension, Animal Production; plus 3 specializations which can be taken as cognate (Development Communication, Agricultural Economics, Plant Protection)
	PI 2: Percentage increase in the number of extramural students enrolled	OPO head, ERA, other Open U staff	1.0%	-27.7%	18	4	3	5	4.00	In the second sem of SY 2015-2016, there were 65 students enrolled in extram courses but in the second sem of 2016-2017, there were only 18 students who enrolled in extramural courses. Many shifted to on-campus programs because of the CHED K+12 scholarship.
	PI 3: Number of extramural students graduated within the prescribed period	OPO head, ERA, other Open U staff	1	100.0%	1	5	4	5	4.67	Ms. Lanuza
	PI 4: Number of e-classrooms developed/maintained for the online courses to be offered	Course site/ systems administrator	8	162.5%	13	4	5	4	4.33	13 e-classrooms have already been created but contents are still being continuously built

OVPI/OPO MFO 10. Video Documentation and Other Related Services										
PI 1: Number of job requests served	OPO Head, AV technician, clerk, utilityman	100	210.0%	210	5	5	5	5.00	Include requests for video documentation, video editing, video grabbing, CD burnin & labelling, operation of AV equipment during trainings/seminars/classes, repair of equipment, others.	
OVPI/OPO MFO 11. Printing and Binding Services										
PI 1: Number of job requests served	OPO head, VPP staff, clerk, utilityman	55	190.9%	105	5	5	5	5.00		
OVPI/OPO MFO 12: Instructional Materials Development Services										
PI 1: Number of courseware/IMs development workshops conducted	OPO head, other OPO/MMDC staff	1	200.0%	2	5	5	5	5.00	The workshops were held in the VSU main campus (April 2017), and in VSU-Alangalang campus (January 2017)	
PI 2: Number of instructional materials/learning modules developed/reviewed/reproduced/ distributed to students	OPO Head, ERA and other staff	10	500.0%	50	5	5	5	5.00	5 developed/reviewed, 4 reproduced and distributed, 41 re-printed & distributed	
UMFO 6. General Administration and Support Services (GASS)										
OVPI/OPO MFO 1. Administrative and Facilitative Services										
PI 1: Number of colleges, departments, units, projects and/or classes served	OPO/MMDC/VPP staff	50	130.0%	65	5	5	5	5.00		
PI 2: Number of university committees/ boards/council served	OPO/MMDC/VPP staff	15	200.0%	30	5	5	5	5.00		
PI 9: Number of documents/reports prepared, reviewed/processed	OPO head, clerk, utilityman, other OPO staff	200	220.0%	440	5	5	5	5.00		
OVPI/OPO MFO 2. Frontline Services										
PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	no complaint	no complaint	no complaint	5	5	5	5.00		
OTHER INITIATIVES										
1. Number of webpages developed (OPO/VSUOU page)/maintained	Course site/ systems administrator	5	140.0%	7	5	4	5	4.67	3 websites with a total of 7 pages (OPO/VOU; OU facebook page & TechnoMart Project Website)	
2. Number of information drive activities conducted	OPO Head, Course site/ systems administrator, AV technician	2	300.0%	6	4	5	4	4.33	Include trips to schools and institutions/agencies in other places, sending of info thrugh emails and giving of OU brochures to participants of trainings coducted by VSU.	

	3. Number of project proposals developed (CHED IDIG Grant)	OPO Head, ERA, Course site/ systems administrator			1	5	5	5	5.00	Proposa for the project entitled "Strengthening of the Distance Education of VSU" has been approved for implementation in 2018, with a total budget of 4,772,250.00.
Total Over-all Rating									95.333	
Average Rating									4.767	
Adjectival Rating									Outstanding	

Received by:

Date: _____

Calibrated by:


REMBERTO A. PATINDOL, Ph.D.

Chairman, PMT

Date: _____

Recommending Approval:

BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Instruction

Date: _____

Approved:


EDGARDO E. TULIN, Ph.D.

 President

Date: _____