


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

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

I, ROTACIO S. GRAVOSO, 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 July to December, 2019.

  
**ROTACIO S. GRAVOSO**  
Head, Online Programs Office

Date:

Approved:

  
**BEATRIZ S. BELONIAS**  
VP for Instruction  
Date:



**INFORMATION ON PERSONNEL**

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

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

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	15	226.7%	34	5	5	5	5.00	Accomplishment reflected here covers FTEs in the 1st sem of 2019-2020 (34 courses handled by 19 graduate faculty)

	PI 3: Percentage increase in number of extramural graduate students enrolled	Office head, ERA, OESA, clerk	1.0%	27.8%	28	5	5	5	5.00	In the Second sem of SY 2018-2019, there were 32 students enrolled in extram courses but in the First sem of 2019-2020, there were 28 students who enrolled in extramural courses.
<b>OVPI/OPO MFO 2. Graduate Student Management Services</b>										
	PI 1: Number of graduate students awarded with scholarship/ assistantship	OPO head, ERA								Not included in the target since graduate students enrolled in distance education program are those without scholarships and who cannot leave their work stations. Those who could avail scholarship would shift to the on campus mode of delivery.
	PI 2: Percentage of graduate students awarded with scholarship/ assistantship who graduated within prescribed period	OPO head, ERA								Not included in the target since most of the distance education students are working so they carry load below the regular load and usually cannot finish within 2 years
	PI 3: Number of graduate students awarded with honors/distinction	OPO Head, ERA								Not included in the target since most of the distance education students carry load below the regular load that should be carried by students awarded with honors.
<b>UMFO 5. Support to Operations (STO)</b>										
<b>OVPI/OPO MFO 7. Distance Education Services</b>										
	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%	27.8%	28	4	3	5	4.00	In the Second sem of SY 2018-2019, there were 32 students enrolled in extram courses but in the First sem of 2019-2020, there were 28 students who enrolled in extramural courses.
	PI 3: Number of extramural students graduated within the prescribed period	OPO head, ERA, other Open U staff	1							None (first sem 2019-2020)
	PI 4: Number of e-classrooms developed/maintained for the online courses to be offered	Course site/ systems administrator	8	125.0%	10	4	5	5	4.67	
	PI 5: Number of user accounts created/ maintained	Course site/ systems administrator	31	112.9%	35	4	5	5	4.67	
<b>OVPI/OPO MFO 10. Video Documentation and Other Related Services</b>										
	PI 1: Number of job requests served	OPO Head, AV technician, clerk, utilityman	100	180.0%	180	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.
<b>OVPI/OPO MFO 11. Printing and Binding Services</b>										



	PI 1: Number of job requests served	OPO head, VPP staff, clerk, utilityman	55			5	5	5	5.00	
<b>OVPI/OPO MFO 12: Instructional Materials Development Services</b>										
	PI 1: Number of courseware/IMs development workshops conducted	OPO head, other OPO/MMDC staff								
	PI 2: Number of instructional materials/learning modules reviewed/reproduced/ distributed to students	OPO Head, ERA and other staff	10	540.0%	54	5	5	5	5.00	2 developed/reviewed, 37 reproduced and distributed, 15 re-printed & distributed
<b>UMFO 6. General Administration and Support Services (GASS)</b>										
<b>OVPI/OPO MFO 1. Administrative and Facilitative Services</b>										
	PI 1: Number of colleges, departments, units, projects and/or classes served	OPO/MMDC/VPP staff	50	110.0%	55	5	5	5	5.00	
	PI 2: Number of university committees/ boards/council served	OPO/MMDC/VPP staff	15	80.0%	12	5	5	5	5.00	
	PI 9: Number of documents/reports prepared, reviewed/processed	OPO head, clerk, utilityman, other OPO staff	200	125.0%	250	4	5	5	4.67	
<b>OVPI/OPO MFO 2. Frontline Services</b>										
	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	
<b>OTHER INITIATIVES</b>										
	1. Number of webpages developed (OPO/VSUOU page)/maintained	Course site/ systems administrator	3			5	4	5	4.67	2 websites with a total of 7 pages (OPO/VOU; OU facebook page)
	2. Number of information drive activities conducted	OPO Head, Course site/ systems administrator, AV technician	2			4	5	4	4.33	Include trips to schools and institutions/agencies in other places, sending of info through emails and giving of OU brochures to participants of trainings conducted by VSU.
	3. Number of project proposals developed (CHED IDIG Grant)	OPO Head, ERA, Course site/ systems administrator	1		1	5	5	5	5.00	Proposal 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; funds have not been released due to some unliquidated balance of some CHED funded projects.
<b>Total Over-all Rating</b>						<b>82.000</b>				
<b>Average Rating</b>						<b>4.824</b>				
<b>Adjectival Rating</b>						<b>Outstanding</b>				

Received by:



Planning Office

Date: \_\_\_\_\_

Calibrated by:




REMBERTO A. PATINDOL, Ph.D.

Chair, PMT

Date: \_\_\_\_\_

Recommending Approval:

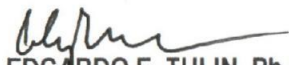


BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Instruction

Date: \_\_\_\_\_

Approved:



EDGARDO E. TULIN, Ph.D. *ETA*

President

Date: \_\_\_\_\_