

OP# 306
VPR-2-11

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, MANOLO B. LORETO, Director, Office of the Director of NSTP 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-

December, 2021.

June

[Signature]

MANOLO B. LORETO

Director, NSTP

Date

Approved:

[Signature]

ALELI A. VILLOCINO

VP for Student Affairs and Services



Appointment/Status	Position Title	Number
Designated	Director, NSTP	1
Designated	Coordinator, CWTS	1
Designated	Commandant, ROTC	1
CWTS Instructors	Affiliates Staff	Depending on enrollment
ROTC Staff	Assigned by 8RC DG	Depending on enrollment
Job Order	Admin Staff	1
	TOTAL	4 (Organic)
No. of Offices	Heads	2

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


GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO 2	HIGHER EDUCATION SERVICES (50%)								
	PI 1: Total FTE, coordinated, implemented and monitored *	Director, CWTS Coordinator, ROTC Commandant	345	345	5	5	5	5.00	Enrolled: 1,725 at 4 hrs/meeting
	PI 2: Number of students advised: *								
	On consultation	All staff	100	71	3	5	5	4.33	
	PI 3: Number of student organizations advised/ assisted *								
	Student organizations advised	Director, CWTS Coordinator	1						Creation of the NSRC Chapter
	PI 4: Number of instructional materials developed *								
	OBE-Aligned Program of Instructions	Director, CWTS Coordinator, ROTC Commandant	2	1 CWTS OBE-Aligned	3	5	5	4.33	1 CWTS, 1 ROTC

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	On-line ready OBE-courseware	Director, CWTS Coordinator, ROTC Commandant	18	4 CWTS & 16 ROTC	5	5	5	5.00	8 CWTS, 10 ROTC
	Flexible instructional materials	Director, CWTS Coordinator, ROTC Commandant	18	4 CWTS & 16 ROTC	5	5	5	5.00	8 CWTS, 10 ROTC
	Assessment tools	Director, CWTS Coordinator, ROTC Commandant	25	26 CWTS & 2 ROTC	5	5	5	5.00	24 CWTS, 1 ROTC
	PI 5: Number of virtual classrooms created and operationalized	Director, CWTS Coordinator, ROTC Commandant	17	17 CWTS & 1 ROTC	5	5	5	5.00	1 Moodle, 1 Telegram (ROTC), 15 Google meet
	PI 6: Number of CWTS community projects implemented	Director, CWTS Coordinator		5 Thematic projects (CWTS)	5	5	5	5.00	
	PI 7: Additional Outputs								
MFO 5	Support to Operations								
	OVPI MFO 1. Faculty Development Services								
	PI 8: Number of faculty sent for trainings, seminars, conferences	Director, CWTS Coordinator, ROTC Commandant	1 for each head	1 by Director	3	4	4	3.67	
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODS STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 9. Percentage of clients served that rated the services rendered at least very satisfactory or higher	Director, CWTS Coordinator, ROTC Commandant	95% of clients rated services as very satisfactory or higher						Note: to get the final rating from QAC who analyze all customer feedback
	PI 10. Number of quality procedures registered at QAC	Director, CWTS Coordinator, ROTC Commandant	2 quality procedures registered						Enrollment and Community Engagement
	PI 11. Percentage implementation of processes in accordance with existing approved quality procedures	Director, CWTS Coordinator, ROTC Commandant	100% processes implemented according to QP						zero NC during external audit
	PI 12 Number/Percentage of Reports submitted on time to partner agencies and other regulatory bodies	Director	100 % reports submitted on time						Communication from partner agencies and transmittal for submission
	PI.13 Number of policies approved for embedding the CWTS program as part of Academic units (B.1)	Director	1 policy submitted	1 policy drafted	3	3	3	3.00	Integration of CWTS in Academic Department

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI.14 Number of personnel added/assigned to offices in NSTP (B1.2)	Director	1 Admin Aide	1 Admin Staff	3	5	5	4.33	To focus ROTC or CWTS
	PI.15 Number of NSTP Operation Manual drafted and submitted to UADCO (B.2)	Director, CWTS Coordinator, ROTC Commandant							
OVPSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODS STO 3: ARTA aligned frontline services	PI. 16 Efficient & customer friendly frontline service	Director, CWTS Coordinator, ROTC Commandant and all staff	Zero percent complaint from clients served	0 complaint	5	5	5	5.00	Note: Please refer to customer satisfaction survey result from QAC
OVPSAS STO4: INNOVATIONS & BEST PRACTICES									
ODS STO 4: Innovations & new Best Practices Development Services	PI. 17. Number of new systems/innovations/proposals introduced and implemented	Director, CWTS Coordinator, ROTC Commandant and all staff	1 innovation	1 innovation	5	5	5	5.00	Requiring Digital Story submission for the CWTS projects
	PI. 18. Number of request for expert services in seminars/workshops served/provided	Director, CWTS Coordinator, ROTC Commandant and all staff	1 expert services						
	PI. 18. Number of best practices shared to other agencies and/or entries submitted to any search for best practices	Director, CWTS Coordinator, ROTC Commandant and all staff	1 best practices shared						
UMFO6: General Administrative and Support Services (GASS)									
OVPSAS GASS 1: Administrative and Support Services Management									
ODS GASS 1: Administrative and Support Services	PI. 12 Number of administrative services and financial/ administrative documents acted within time frame	Director	100% documents acted (with absolute figures)	100 % acted within time frame	5	5	5	5.00	Honorarium of ROTC staff and CWTS Coordinators; Request of serial numbers of NSTP graduates
	PI. 13 No. of formal/informal linkages with external agencies maintained	Director, CWTS Coordinator, ROTC Commandant and all staff	5 Community with for CWTS projects						
	PI.14 No. of council/board/committee assignments served/functions performed	Director, CWTS Coordinator, ROTC Commandant and all staff	2 Additional Responsibilities	1	3	5	5	4.33	NSTP Director as Regional VP for PSNEI
	PI.15 No. of unit heads/staff meetings presided	Director, CWTS Coordinator, ROTC Commandant and all staff	10 staff meeting,	2 meeting conducted	5	5	5	5.00	With CWTS staff only
		Total Over-all Rating							74.00
		Average Rating							4.63
		Adjectival Rating							Outstanding

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	

Received by:


DILBERTO O. FERRAREN
DALISAY F. ANDRES

Planning Office

Date: AUG 11 2021

Calibrated by:


REMBERTO A. PATINDOL

Chairman, PMT

Date: 7/27/21

Recommending approval:


ALELI A. VILLOCINO

/P for Student Affairs and Services

Approved by:


EDGARDO E. TULIN
 University President

Date: _____

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

Note: Entries in blue are from OTP