

Handwritten: *9/13*
PANIM *NAWENANA*

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, CHONA A. BRIT, Head, Student Welfare Services Office 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 2024.

[Signature]
CHONA A. BRIT
 Head, Student Welfare Service Office

09 JUL 2024
 Date

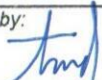
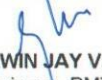
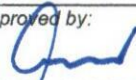

Approved: *[Signature]*
CHRISTINA A. GABRILLO
 Dean of Students

10 JUL 2024
 Date



Appointment/Status	Position Title	Number	Rating Equivalents:						Remarks
Designated			5 - Outstanding	4 - Very Satisfactory	3 - Satisfactory	2 - Fair	1 - Poor		
Regular Staff	Guidance Coordinator III	1							
	Guidance Counselor III	2							
	Guidance Counselor I	1							
Job Order	Test Specialist	1							
	TOTAL	5							

MFOs/PAPs	Success Indicators	Person Responsible	Target (January-December 2024)	Actual Accomplishments Jan-June 2024	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1. WORLD CLASS EDUCATION									
Quality Assurance	PI 1. Efficient and effective delivery of quality procedure	All offices	100%	100%	5	5	5	5	
	PI 2. Percentage of NCs received and acted	All offices	100%	100%	5	5	5	5	
	PI 3. Percentage of CARs received and acted	All offices	100%	100%	5	5	5	5	
	PI 4. Response to OFIs of 5th IQA and SSA	All offices	100%	95%	5	5	4	5	
Support to Students	PI 1. Number of guidance activities conducted	All Counselors	20	12	4	5	5	5	Serbisyo Estudyante, CAFS, PSS at Alang-alang
	PI 2. Number of request for expert services in seminars/workshops served/provided	All Counselors	5	6	5	5	5	5	CAB 1, KJB-3, RGF-1, ASM-1
	PI 3. Percentage of referred students counselled	All Counselors	95%	90%	5	5	4	5	
	PI 4. Number of action research conducted and analyzed	All Counselors	1	1-on going	4	4	3	4	data on SOS to be analyzed
UMFO 2. General Administration and Support Services									
	PI 1. Percentage of documents and records received and systematically filed and recorded within the day of receipt.	SWSO DDRC	100%	95%	5	5	4	5	90%
	PI 2. Percentage of clients served that rated the services rendered at least very satisfactory or higher	All Counselors	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	4	5	

MFOs/PAPs	Success Indicators	Person Responsible	Target (January-December 2024)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 3. Percentage of administrative services and financial/ administrative documents acted within time frame	All offices	100% documents acted (with absolute figures)	100% (6 payroll/DTR Signed-ASM)	5	5	5	5	CAB-payroll (ASM)
	PI 4. No. of council/board/committee assignments served/functions performed	All Counselors	5	10	5	5	5	5	5-CAB (CODI, Dorm Mgt. Committee, NABP, UADCO, VSU Administrative Scholarship Committee)
	PI 5. No. of unit heads/staff meetings presided	All Counselors	4	4	5	5	4	5	
	PI 6. Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit	All Offices	100% ISO compliant evidences readily available	100% ISO compliant evidences readily available	5	5	5	5	
UMFO 3 INNOVATIONS & BEST PRACTICES									
<u>OVPSAS STO 3:</u> <u>Innovations & new Best Practices Development Services</u>	PI 1. Number of new systems/innovations/proposals introduced and implemented	All Counselors	1	1	4	5	4	5	Collaboration with CAFS Student Council
		Total Over-all Rating							
		Average Rating							
		Adjectival Rating							
<div> <div> Received by:  TONI MARC L. DARGANTES Planning Office Date: JUL 15 2024 </div> <div> Calibrated by:  ELWIN JAY V. YU Chairman, PMT Date: 7/22/24 </div> <div> Approved by:  ALELI A. VILLOCINO Vice President, SAS Date: 11 JUL 2024 </div> <div> Approved by:  PROSE IVY G. YEPES President Date: 09/06/24 </div> </div>									