

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **NANCY V. DUMAGUING**, Head, Office of the Head of Admission commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July -December, 2021.

NANCY V. DUMAGUING

Head, Office of the Head of Admission

Date **FEB 23 2022**

Approved:

ALELI A. VILLOCINO

VP for Student Affairs and Services

Date **FEB 24 2022**



Appointment/Status	Position Title	Number	Rating Equivalents: 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Fair 1 - Poor			
Designated	Head	1				
Job Order	Clerk (Admin Aide)	1				
	IT Staff	2				
	TOTAL	4				

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments (July-December 2021)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO OPERATIONS									
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
Recruitment and Admission Services	PI 1. Number of incoming students evaluated in terms of enrollment requirements and enrolled	Head and staff, OHA	2000	2504	5	5	4	4.67	
OHA STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 2. Number of quality procedures revised/updated and registered at ODQA	Head and staff, OHA	1	0					accomplished already (Jan-June 2021)
	PI 3. Percentage implementation of processes in accordance with existing approved quality procedures	Head and staff, OHA	zero non-conformity	zero non-conformity	4	4	4	4.00	
	PI.4 Percentage of ISO evidences compliant with existing Admission and Enrollment of Undergraduate Students Quality Procedures kept intact and	Head and staff, OHA	zero non-conformity	zero non-conformity	4	4	4	4.00	
OVPSAS STO2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
OHA STO. 2: FOI aligned frontline services	PI. 6 Percentage compliance of reporting requirements in accordance with FOI Manual								
OVPSAS STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments (July-December 2021)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
OHA STO 3: ARTA aligned frontline services	PI. 7 Efficient & customer friendly frontline service								
OVPSAS STO4: INNOVATIONS & BEST PRACTICES									
OHA STO 4: <u>Innovations & new Best Practices Development Services</u>	PI. 1. Number of new systems/innovations/proposals introduced and implemented	OHA	1	0					accomplished already (Jan-June 2021)
UMFO6: General Administrative and Support Services (GASS)									
OVPSAS GASS 1: Administrative and Support Services Management									
OHA GASS 1: <u>Administrative and Support Services</u>	PI 1. Number of administrative services and financial/ administrative documents acted within time frame	OHA	30	104	5	5	4	4.67	
	PI 2. No. of formal/informal linkages with external agencies maintained								
	PI 3. No. of council/board/committee assignments served/functions performed	OHA	1	2	5	4	5	4.67	University Admission Committee THE Impact Ranking Working Committee
	PI 4. No. of unit heads/staff meetings presided	OHA	12	16	5	4	4	4.33	Staff meeting and Admissions Committee/TWG meeting
	PI 5. Percentage of documents and records received systematically filed and recorded QRM form within the day of receipt	dDRC	100%	100%	5	5	4	4.67	
	PI 6. Percentage of documents delivered to different units	dDRC	100%	100%	5	5	5	5.00	
		Total Over-all Rating							36
		Average Rating							4.5
		Adjectival Rating							very satisfactory

Received by:

Calibrated by:

Recommending approval:

Approved by:


DILBERTO O. FERRAREN
 Planning Office


DANIEL LESLIE S. TAN
 Chairman, PMT


ALELI A. VILLOCINO
 Vice-President for Student Affairs
 and Services


EDGARDO E. TULIN
 University President
Date: **MAR 03 2022**Date: **FEB 28 2022**Date: **FEB 24 2022**Date: **MAR 03 2022**