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 ROBERTO A. BARRIOS

ed.

  
EDGARDO E. TULIN

President

**NIEL M. TUPTUD, Jr.**  
Head of Unit

Date: 1/1/

MFO	Success Indicators	Persons Responsible	2015 Target	Percentage of Accomplishments	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
OFFICE OF THE UNIVERSITY/BOARD SECRETARY										
Efficient and customer friendly frontline service	Zero percent complaint from client served	DMTudtud, VVBalbarino, ADIsrael	0%	0%	0%	5	NA	NA	5	
Meetings Organized and Facilitated	Number of meetings successfully undertaken	DMTudtud, VVBalbarino, ADIsrael	4 meetings	150%	5	5	5	5	5	
	- Board of Regents									
	- University Administrative Council									
	- University Academic Council									
	100% of BOR materials successfully distributed 7 days before the meeting	DMTudtud	2 Official Trips	100%	2	5	5	5	5	
BOR Finance Committee	DMTudtud	2 meetings	100%	2	5	5	5	5		
Documents Prepared attendant to Meetings:  * Proposals for action	Number of completed documents prepared within 7 working days before scheduled meeting	DMTudtud, VVBalbarino, ADIsrael	80 items	126%	101	5	5	5	5	
	- Board of Regents									
	- University Administrative Council									
	- University Academic Council									
	- BOR Finance Committee Meeting									
* Minutes of meetings	Number of completed documents prepared within 7 working days before scheduled meeting	VVBalbarino, ADIsrael	5,000 pages	124%	6,200	5	5	5	5	
	- Board of Regents									
	- University Administrative Council									
	- University Academic Council									

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						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
* Other documents	Number of completed documents prepared within 7 working days before scheduled meeting	VVBalbarino, ADIsrael	10,000 pages	123%	12,250	5	5	5	5	
	- Board of Regents									
	- University Administrative Council									
	- University Academic Council									
Board Resolutions	100% completed documents prepared within 7 working days before scheduled meeting	DMTudtud	80 pages	116%	93	5	5	5	5	
	- Board of Regents									
Proceedings of Meetings Recorded, Transcribed and Filed	Number of Minutes of Meetings transcribed within 14 working days after meeting and retrievable within 3 minutes	VVBalbarino	175 pages	129%	226	5	5	5	5	
	- Board of Regents									
	- University Administrative Council									
	- University Academic Council									
Minutes of Meetings	Number of Minutes of Meetings prepared within 14 working days after trascription and retrievable within 3 minutes	DMTudtud	100 pages	163%	163	5	5	5	5	
	- Board of Regents									
	- University Administrative Council									
	- University Academic Council									
	- BOR Finance Committee Meeting									
Information Dissemination	Number of BOR resolutions and materials disseminated to appropriate offices within 5 working days from date of BOR Chairman signed the Resolution	DMTudtud, VVBalbarino, ADIsrael	1,000 pages	124%	1,236	5	5	5	5	
	Number of BOR resolutions/ documents released within 2 days from receipt of request		500 pages	104%	520	5	5	5	5	



MFO	Success Indicators	Persons Responsible	2015 Target	Percentage of Accomplishments	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Performance of Other Functions Assigned by the President	Number of other assigned tasks completed before the deadline									
	* Attendance to Special/Standing University Committee Meetings	DMTudtud	7 meetings attended	128%	9	5	5	5	5	
	* In support of the Office of the University Registrar									
	1) Signing of Diplomas	DMTudtud	1,000 diplomas	275%	2,750	5	5	5	5	
	2) Lay-out Graduation Program	ADIsrael	40 pages	140%	56	5	5	5	5	
	3) Reproduce, sorting, & binding of Graduation Program	VVBalbarino, ADIsrael	20,500 pages	-	-	-	-	-	-	
	4) Lay-outing of VSU Manuals, Graduate Student Handbook, and VSU Annual Report	ADIsrael	9 manuals	100%	9	5	5	5	5	
	5) Production of VSU Manuals, Graduate Student Handbook, and VSU Annual Report	DMTudtud	9 manuals	100%	9	5	5	5	5	
Total Over-all Rating						85	80	80	85	
Average Rating						5	5	5	5	
Adjectival Rating						Outstanding				

Received by:

Calibrated by:

Recommending Approval:

Approved by:

REMBERTO A. PATINDOL

EDGARDO E. TULIN

Planning Office

PMT

President

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

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

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

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

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