

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, MANOLO B. LORETO, Dean of Students, Office of the Dean of Students 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.



MANOLO B. LORETO
Dean of Students, ODS

Approved:



ALELI A. VILLOCINO
VP for Student Affairs and Services



Appointment/Status	Position Title	Number
Head	Dean of Students (Designated)	1
Regular Staff	Guidance Coordinator III	0
	Guidance Counselor III	2
	Guidance Counselor I	1
	Affiliate Guidance Counselors	2
	Admin. Officer III	1
Permanent (Utility)	Admin. Aide III	1
Casual	Admin. Aide III	1
Job Order		1
	TOTAL	10
No. of Offices	Heads (Designated)	6

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 Jan. - June 2021	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO OPERATIONS									
OVPSAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODS STO 1: ISO 9001:2015 aligned documents and compliant processes	PI 1. Percentage of clients served that rated the services rendered at least very satisfactory or higher	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	95% of clients rated services as very satisfactory or higher	100 % of the clients rated more than satisfactory	5	5	5	5.00	Note: to get the final rating from QAC who analyze all customer feedback
	PI. 2. Number of quality procedures revised/updated/registered at QAC	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	4 quality procedures revised and/or registered	1 Distance Counseling and 1 Guidance Activities	3	5	5	4.33	1 Counseling, 1 Career, 1 Student Development, 1 online scholarship application

PI. 3. Percentage implementation of processes in accordance with existing approved quality procedures	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% processes implemented according to QP	100%	5	5	5	5.00	zero NC during external audit
PI. 4 Number/Percentage of Reports submitted on time to partner agencies and other regulatory bodies	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100 % reports submitted on time	80%	3	5	5	4.33	Communication from partner agencies and transmittal for submission
PI.5 Number of policies approved for recruitment of Registered Guidance Counselors or Registered Psychologists (B.1.1)	ODS	2 policies submitted						
PI.6 Number of personnel added/assigned to offices in ODS (B1.2)	ODS	3 Admin Aide						
PI.7 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available to Auditor	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% ISO compliant evidences readily available	100%	5	5	5	5.00	c/o DRC Meriam Luna
ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS								
PI. 7 Efficient & customer friendly frontline service	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	Zero percent complaint from clients served	0%	5	5	5	5.00	Note: Please refer to customer satisfaction survey result from QAC
INNOVATIONS & BEST PRACTICES								
PI. 8. Number of new systems/innovations/proposals introduced and implemented	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	1 online counseling, weekly Serbisyo Estudyante program, Online Kumustahan (students and LSIs), NiKoPaNi organization, Junior DBGF orientation, online application of scholarship, virtual roundtable discussion, video presentations of guidance topics	Online Counseling; Online Student Services Days series of webinars; Weekly Serbisyo Estudyante; Online scholarship application; Roundtable Discussion with Student Leaders	5	5	5	5.00	
PI. 9. Number of request for expert services in seminars/workshops served/provided	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	2 expert services	3	5	5	5	5.00	1 VSU-HIS(Ms. Brit); 1 c/o Ms. Castañeda; 1 Ms. Cobico

	PI. 10. Number of best practices shared to other agencies and/or entries submitted to any search for best practices	MBL	1 best practice shared	1	5	5	5	5.00	Ms. Castañeda as resources person for Mental Health Week Webinar of the EVSU Administrators, faculty and staff
	PI. 11. Number of action research conducted and analyze	CAB	1 action research	1	5	5	5	5.00	Needs Assessment of Students the results of which was used to plan an intervention program
UMFO6: General Administrative and Support Services (GASS)									
OVPAS 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	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% documents acted (with absolute figures)	100 % acted within the time frame (112 students)	5	5	5	5.00	Shiftee, Student Assistance Application, CGMC, Certifications, Clearance
	PI. 13 No. of formal/informal linkages with external agencies maintained	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	1 (DOLE, POEA, Industry, Employers)	9	5	5	5	5.00	1 DOLE, 8 Industry, 1 POEA
	PI.14 No. of council/board/committee assignments served/functions performed	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	UADCO, Acad Council, ViFE, Undergrad Student Scholarship Committee, GAD, Alumni Communicator, LGU Link,	10	4	5	5	4.67	6 UAdCO; 1 Grievance Comm; 1 Safety & Health; 1 GAD; 1 VEFI
	PI.15 No. of unit heads/staff meetings presided	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	ODS Monthly meeting,	6	4	5	5	4.67	2 meetings per month
	PI 16 Number of seminars/conference/trainings attended by ODS staff (B1.3)	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	at 1 for each personnel per year	2	3	5	5	4.33	1 Ms. Cobico; 1 Ms. Tauy
	PI 17 Number of proposals for relocation of vital offices of ODS at the Learning Resource Center (B1.4)	ODS	3 proposals accepted						
	PI Number of researches on student affairs and services conducted (B1.15)	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	1						
ODS GASS 2: Student Welfare Services	PI. 18 Number of guidance activities conducted	OSWS	10 guidance activities	6	5	5	5	5.00	(16) Weekly Serbisyo Estudyante; (4) Staff Monthly Wellness; (3) Webinar topics
	PI. 17 Percentage of student counselled	OSWS	6% of the current student population	2.37%	4	5	5	4.67	

	PI 18 Number of student support services manual revised and approved by BOR	ODS, OSWS, OSDS, OISPS, OCJP, OSGA, OIVP	100% approved by BOR						
	PI 19 Number of student surveys conducted related to mental health of students and intervention actions implemented (B.1.16)	ODS, OSWS	2						
	PI 20 Number of peer support members recruited and trained (B.1.17)	ODS, OSWS	10	6	4	4	4	4.00	Students recruited
ODS GASS 3: Institutional Student Services	PI 21 Number of students availing VSU dormitory facilities	OISPS	700 qualified students						
	PI 22 Percentage of private boarding house and dormitories accredited (B.1.12)	ODS, OISPS	25% for each adjacent barangays with business permit						
	PI 23 Number of dormitories/cottages rewired (B.1.13)	ODS, OISPS	2						
	PI 24 Number of dormitories/cottages repaired structurally (B.1.14)	ODS, OISPS	2	1	3	4	4	3.67	No available materials
	PI 25 Percentage of scholarship and grants applicants and qualifiers awarded before the mid-term examination (B.1.6)	OISPS, OSSGA	100% of the applicants	72%	3	5	5	4.33	Many have INC grades yet; 19 Honorific; 151 US; 551 CS; 324 Acad; 1 IP
ODS GASS 4: Student Development Services	PI 26 Percentage of students' organization applicants recognized two weeks after the deadline (B.1.7)	ODS, OSDS	100% of the student organization applicants						
	PI 27 Number of student organizations' community activities coordinated (B.1.8)	OSDS	5	1	3	4	4	3.67	
	PI 28 Number of student development activities (eg. seminars/ conference/trainings/tutorials, etc.) conducted/endorsed/monitored (B.1.9)	OSDS	50	31	4	5	5	4.67	

ODS GASS 5: Student Career and Job Placement Services	PI 29 Number of career development seminars/webinars, jobs fair and other recruitment activities conducted to students (B.1.10)	ODS, OCJPS	3	5	5	5	5	5.00	Pre-employment; Job-seeking; Character enhancement; Talent-Basket orientation
	PI 30 Number of established informal linkages with industries/employers (B.1.11)	OCJPS	4	8	5	5	5	5.00	Channel precision; Double ring farm; Eville; GAFNI; PHILSURIN; Virginia Farms; Talent Basket; Accenture
		Total Over-all Rating							112.33
		Average Rating							4.68
		Adjectival Rating							Outstanding

Received by:


DILBERTO O. FERRAREN, PhD
~~DALISAY F. ANDRES~~

Planning Office

Date: AUG 06 2021


Calibrated by:


REMBERTO A. PATINDOL


Chairman, PMT

Date: 7/27/21

Recommending approval:


ALELI A. VILLOCINO
 VP for Student Affairs and Services

Approved by:


EDGARDO E. TULIN
 University President
 Date: _____

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

Note: Entries with blue colors are from the OTP