

Handwritten signature and date: 9/13

I, CHRISTINA A. GABRILLO, 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 2024.

CHRISTINA A. GABRILLO
Dean of Students

10 JUL 2024
Date

ALELI A. VILLOCINO
VP for Student Affairs and Services

11 JUL 2024
Date

RECEIVED
15 JUL 2024
3.1

Appointment/Status Designated	Position Title	Number	Success Indicators	Person Responsible	Target (Jan. 1- Dec. 31, 2024)	Actual Accomplishments (Jan. to June 2024)	Rating				Remarks
Regular Staff	Dean of Students						Q ¹	E ²	T ³	A ⁴	
	Head, Student Welfare Service Office	1									
	Head, Student Development Services Office	1									
	Head, Student Scholarship Grants and Awards Office	1									
	Head, Career and Job Placement Services Office	1									
	Head, Institutional Programs and Services Office	1									
	Guidance Counselor III	1									
	Administrative Aide III	1									
	Administrative Aide III	1									
	Clerk	2									
Casual Job Order	Test Specialist	1									
	TOTAL	11									
MFOs/PAPs											
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	4	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	
Student Welfare Services:											
	P1 1. Efficient and effective student welfare services			Student Welfare Services Office	95%	90%	5	5	4	5	SOS to be analyzed
	P1 2. Number of guidance activities conducted			All Counselors	20	12	4	5	5	5	Scholarship Students, CAS, PSS at Along along

MFOs/PAPs	Success Indicators	Person Responsible	Target (Jan. 1- Dec. 31, 2024)	Actual Accomplishments (Jan. to June 2024)	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Support to Students	PI 3. Number of request for expert services in seminars/workshops served/provided	All Counselors	5	6	5	5	5	5	CAB 1, KJB-3, ROF-1, ASM-1
	PI 4. Percentage of referred students counselled	All Counselors	95%	90%	5	5	4	5	
	PI 5. Number of action research conducted and analyzed	All Counselors	1	1-on going	4	4	3	4	data on SOS to be analyzed
	Student Scholarship Grants & Awards:								
	PI 6. Efficient and effective facilitating of student scholarship and grants.	Student Scholarship, Grants and Awards Office	95%	98%	5	5	4	5	VSU Funded payroll for 2nd Sem on process
	Institutional Student Program & Services:								
	PI 7. Efficient and effective delivery of institutional student programs and services	Institutional Programs and Services Office	98%	98%	5	5	4	5	corn repairs and BFP reqts on going compliance
	Student Development Services:								
	PI 8. Efficient and effective student development services	Student Development Services Office	95%	100%	5	5	4	5	Reports to be summarized
	Career Job Placement Services:								
Community Empowerment	PI 7. Efficient and effective student career and job placement services	Career and Job Placement Services Office	98%	90%	5	5	4	5	Jobs fair to be conducted on August
	PI 1. Students engagement in community-oriented services	Student Development Services Office	98%	90%	5	5	4	5	Reports to be summarized
	UMFO 2. General Administration and Support Services								
OVPSAS STO 2. GASS	PI 1. Percentage of Reports submitted on time to partner agencies and other regulatory bodies	SSGAC, SDSO	100 % reports submitted on time	95%	5	5	4	5	

MFOs/PAPs	Success Indicators	Person Responsible	Target (Jan. 1- Dec. 31, 2024)	Actual Accomplishments (Jan. to June 2024)	Rating				Remarks			
					Q ¹	E ²	T ³	A ⁴				
	PI 2. Percentage of documents and records received and systematically filed and recorded within the day of receipt.	DSO DDRC's	100%	100%	5	5	5	5				
	PI 3. Percentage of clients served that rated the services rendered at least very satisfactory or higher	All Offices	95% of clients rated services as very satisfactory or higher	95%	5	5	5	5				
	PI 4. Percentage of administrative services and financial/ administrative documents acted within time frame	All offices	100% documents acted (with absolute figures)	100% (4,688 documents) for SY 2023-2024	5	5	5	5	CGMC, Permit to Hold Class, Activity Permit, Leave of Absence, Changing Degree Program, etc.			
	PI 5. No. of council/board/committee assignments served/functions performed	All offices	10 committees	10	5	5	4	5	Honors and Awards, Anniversary, UADCO, CODI, NABP, VSU Admin Scholarship Committee, CDDC, etc.			
	PI 6. No. of unit heads/staff meetings presided	All Offices	1 meeting per month	6	5	5	4	5				
	PI 7. 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%	5	5	5	5				
UMIFO 3 INNOVATIONS & BEST PRACTICES OVPSAS STO 3: Innovations & new Best Practices Development Services	PI 1. Number of new systems/innovations/proposals introduced and implemented	All Offices	5	1	4	5	4	5				
	PI 2. Number of best/good practices shared to other agencies and/or entries submitted to any search for best practices	All Offices	1	1					Benchmarking			
Total Over-all Rating												
Average Rating												
Adjectival Rating												
Received by:  JUL 15 2024 TONI MARC L. DARGANTES Planning Office Date:										Calibrated by:  ELWIN JAY V. YU Chairman, PMT Date: 7-22-24	Recommended Approval:  ARELIA A. VILLOCINO Vice President, Student Affairs Services Date: 11 JUL 2024	Approved by:  PROSE IVY G. YEPES President Date: 09/04/24