



**VISAYAS**  
STATE UNIVERSITY

Center for Continuing Education  
OVPPRGAS  
VISAYAS STATE UNIVERSITY

**OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)**

I, ANGELICA P. BALDOS, Director of the CENTER FOR CONTINUING EDUCATION, 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 - June 2023.

  
**ANGELICA P. BALDOS**

Director

Date: JUL 05 2023



**DILBERTO O. FERRAREN**

Vice President for Planning, Resource Generation and Auxiliary Services

Date: JUL 05 2023



INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE):				Total FTE (1x2,		RDE Commitments***	
Personnel	Number (1)	Min. FTE (2)		Research	Publication	Extension	
Director (CCE), Head (URS), Head (CPDE)	2	18.00	36.00	0.00	1.00	0.00	
Admin Staff Members, CCE	1	NA	NA	NA	NA	NA	
Admin Staff Members, URS	1	NA	NA	NA	NA	NA	
Admin Staff Members, CPDE	1	NA	NA	NA	NA	NA	
<b>TOTAL:</b>	<b>5</b>	<b>18.00</b>	<b>18.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	

Rating Equivalents:  
5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair  
1 - Poor

Note:

\* On vacation-sick-leave status. Ratio of Instruction and RDE commitments should be determined based on FTE of 18 units

\*\* On Teacher's Leave status. Minimum FTE required is 18 units

\*\*\* Professors and Associate Professors are required to commit RDE outputs (Please Performance Indicators under Research (UMFO 3) and extension (UMFO 4))


MFOs/PAPs	Performance Indicator (PI)	Units/Persons Responsible	Consolidated Targets of all departments *	Actual Accomplishments		Rating				Remark (Details of the targetted output indicators with **)
				% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	

UNIV MFO1: GENERAL ADMINISTRATION & SUPPORT SERVICES										
OVPPRGEA MFO 1. Administrative and Support Services Management	PI 1. Efficient & customer-friendly frontline service									
	PI 1.1	Percentage of complaints from clients served	Director, Unit Heads, Staff	100%	100%	zero% complaint	5.0	5.0	5.0	5.0
		<i>Percentage of reviewees assisted in PRC - related applications</i>	Director, Unit Heads, Staff	100%	NA		NA	NA	NA	NA
		<i>Percentage of faculty and staff who attended CPD trainings and assisted with PRC license renewal</i>	Director, Unit Heads, Staff	100%	100%	100% All participants assisted	5.0	5.0	5.0	5.0
	PI 2. Effectively acted Administrative/financial documents									
	PI 2.1	Number of official documents timely and effectively acted upon	Director, Unit Heads, Staff	50	346% (173/50)		5.0	5.0	5.0	5.0
										Communications/requests, planning Documents (SWOT, ROAM, OTP, WFP, PPMP, OPCR, IPCR, other documents like manuals), applications, personnel documents (DTR, renewal contracts, etc), all documents related to function of and acted upon by units
	PI 2.2	Number of quality procedure prepared/revised	Director, Unit Heads, Staff	Actual output	100%(1/1)		5.0	5.0	5.0	5.0
										Preparation of Quality Procedure Manual for Conduct of Review Classes , Quality Procedure Manual on Offering of CPD Trainings
	PI 2.3	Number of administrative & management meetings conducted	Director, Unit Heads, Staff	12	50% (6/12)		5.0	5.0	5.0	5.0
										Meetings with staff, with other units who have business with CCE
	Average Rating									
OVPPRGEA MFO 2.	PI 2. Efficient Planning and Monitoring Services									




Planning, Management, and Monitoring Services	PI 2.1 Number of programs/ <u>activities</u> /projects (PAPs) planned	Director, Unit Heads, Staff								
	<i>Number of programs designed to improve performance of graduates in licensure examination</i>	Director, Unit Heads, Staff	2	100% (2/2)		5.0	5.0	4.0	4.7	Review Class for Professional Teachers , Review Class for Agriculturist
	<i>Number of programs developed to enhance faculty and staff capability</i>		2	100% (2/2)		5.0	5.0	4.0	4.7	CPD for Foresters
	<i>VSU as accredited by PRC local CPD provider for professional teachers</i>		Actual output	100%						Maintained PRC Accreditation
	<i>Number of programs with PRC accreditation for CPD units</i>		1	200% (2/1)		5.0	5.0	5.0	5.0	CPD for Foresters
	PI 2. 2 Number of programs/ <u>activities</u> /projects (PAPs) implemented	Director, Unit Heads, Staff								
	<i>Number of review programs implemented</i>		2	100% (2/2)		5.0	5.0	5.0	5.0	Review Class for Professional Teachers , Review Class for Agriculturist
	<i>Number of online review programs offered</i>		2	100% (2/2)		5.0	5.0	5.0	5.0	Review Class for Professional Teachers , Review Class for Agriculturist
	<i>Number of faculty and staff trained in - house for CPD units</i>		15	4120% (618/15)		5.0	5.0	5.0	5.0	CPD for Foresters
	PI 2.3 Number of programs/ <u>activities</u> /projects (PAPs) monitored	Director, Unit Heads, Staff								
	<i>Database on performance of VSU graduates in various licensure examinations</i>		2	600% (12/2)		5.0	5.0	5.0	5.0	All degrees programs of VSU with licensure examination
	<i>Database of experts as lecturers and coaches</i>		2	100% (2/2)		5.0	5.0	4.0	4.7	Review Class for Professional Teachers , Review Class for Agriculturist
	<i>Database on competency and skills – based trainings conducted</i>		1	200% (2/1)		5.0	5.0	5.0	5.0	CPD for Foresters
	<i>Database of experts as resource persons</i>		1	200% (2/1)		5.0	5.0	5.0	5.0	CPD for Foresters


	Average Rating									
Total Over-all Rating								74.100		
Average Rating								4.940		
Adjectival Rating										

Received by:   
**TONI MARC L. DARGANTES**

Planning Office  
Date: JUL 05 2023

Calibrated by:   
**DANIEL LESLIE S. TAN**

Chairman, PMT  
Date: JUL 06 2023

Approved:   
**EDGARDO E. TULIN**

President  
Date: July 07 2023

- \* The College target should be equal to the consolidated target of the departments under the College.
- \*\* To indicate in the remarks column the details of the targetted outputs for easy review and calibration.
- \*\*\* No percentage weight for ranking purposes since the Office of the Dean is automatically attached to the highest ranking department under him.