



VISAYAS
STATE UNIVERSITY

Center for Continuing Education
OVPPRGAS
VISAYAS STATE UNIVERSITY

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, ANGELICA P. BALDOS, Head of the OFFICE OF THE HEAD OF THE CONTINUING PROFESSIONAL DEVELOPMENT AND 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 2022.

Angelica P. Baldos
ANGELICA P. BALDOS

Head
Date: July 6, 2022

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Director, Center of Continuing Education
Date: July 6, 2022



Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)		RDE Commitments***		
					Research	Publication	Extension
Head (CPDE)	1	18.00	18.00		0.00	1.00	0.00
Admin Staff Members, CPDE	1	NA	NA		NA	NA	NA
TOTAL:	2	18.00	18.00		0.00	1.00	0.00

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

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										

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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 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	104%(52/50)		5.0	5.0	4.0	4.7
										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	4.0	4.7
										Meetings with staff, with other units who have business with CPDE
	Average Rating									
OVPPRGEA MFO 2. Planning, Management, and Monitoring Services	PI 2. Efficient Planning and Monitoring Services									
	PI 2.1	Number of programs/ <u>activities</u> /projects (PAPs) planned	Director, Unit Heads, Staff							

	Number of programs developed to enhance faculty and staff capability		2	100% (2/2)		5.0	5.0	4.0	4.7	On-boarding for VSU Middle-Level Managers, CPD for Foresters
	VSU as accredited by PRC local CPD provider for professional teachers		Actual output	100%						Maintained PRC Accreditation
	Number of programs with PRC accreditation for CPD units		1	100% (1/1)		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								
	Number of faculty and staff trained in - house for CPD units		15	206%(31/15)		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								
	Database on competency and skills – based trainings conducted		1	100% (1/1)		5.0	5.0	5.0	5.0	CPD for Foresters
	Database of experts as resource persons		1	200% (2/1)		5.0	5.0	4.0	4.7	CPD for Foresters, CPD for Professional Teachers
	Average Rating									
Total Over-all Rating						48.667				
Average Rating						4.867				
Adjectival Rating						Outstanding				

Received by:

TONI MARC L. DARGANTES

Planning Office

Date: 7/7/2022

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Date: JUL 22 2022

Approved:

EDGARDO E. TULIN

President

Date: 7/22/22

* 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.