

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **ROTACIO S. GRAVOSO**, Vice President for Academic Affairs 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 2024.

ROTACIO S. GRAVOSO

Vice President for Academic Affairs

Approved:

PROSE IVY G. YEPES

President



Appointment/Status	Position Title	Number
Permanent	Administrative Assistant III	1
Permanent	Administrative Aide IV	1
Permanent	Administrative Aide II	1
Temporary Regular	Administrative Assistant V	1
Job Order	Administrative Aide I	1
TOTAL		5

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

MFO No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO	1: Advanced Education Services									
OVPAA MFO 1. Graduate Degree Program Management Services										
	PI 1: Number of graduate degree specializations offered and monitored	OVPAA, OGS, College, Department	28	31 ✓	5	5	5	5.00	Currently, there are 34 Graduate Programs being monitored and 33 being offered. MS CHEM currently not offered but applied for COPC. MS APEC, MS PBRE has been submitted for COPC, PHD FTEC, PHD SOILS and MSLTNG still has to submit their Docs for COPC	
	PI 2: Total FTE monitored	OVPAA	180	309.40 ✓	5	5	5	5.00		
	PI 3: Percentage increase on the number of graduate students enrolled	OVPAA, OGS	5.00%	57% ✓	5	5	5	5.00	1ST SEM 23-24= 477/2ND SEM 23-24= 450 a downward trend of enrollment is inherently observed during the 2nd semester of each academic year	
	PI 4: Number of new international graduate students including exchange students	OVPAA, OGS	2	5 ✓	5	5	5	5.00		
OVPAA MFO 2. Graduate Student Management Services										
	PI 1: Number of graduate students awarded with scholarship/assistantship	OVPAA, OGS	20	20 ✓	5	5	5	5.00		
	PI 2: Percentage increase on the number of graduate students awarded with scholarship/ assistantship who graduated within prescribed period	OVPAA, OGS, OPO	5.00%	33% ✓	5	5	5	5.00		

MFO No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 2. Higher Education Services										
OVPA MFO 1. Curriculum Program Management Services										
	PI 1: Total FTE monitored	OVPA		250	11,656.62 ✓	5	5	5	5.00	83 undergraduates and 37 graduate curricular proposals were reviewed.
	PI 2: Number of curricular proposals reviewed, approved and offered	OVPA, Department, Univ. Curriculum Committee		1	120 ✓	5	5	5	5.00	
	PI 3: Number of existing curricula subjected to RQAT evaluation/CHED assessment and monitoring and issued COPC	OVPA, Department, University Curriculum Committee		1	- ✓	-	-	-	0.00	
	PI 4: Percentage overall passing of students in licensure board examinations	OVPA, Department		43%	76.45% ✓	5	5	5	5.00	
OVPA MFO 2. Student Management Services										
	PI 1: Number of graduating students awarded with honors/distinction	OVPA, Registrar, Honors and Awards Committee		-	- ✓	-	-	-	-	Graduating students with honors/ distinction will be awarded in the second half of the year.
UMFO 5. Support to Operations (STO)										
OVPA MFO 1. Faculty Development Services										
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted	OVPA, ODAHRD, SFAC, Department		10	12 ✓	5	5	5	5.00	Five (5) faculties are pursuing advanced research programs (PhD) locally and seven (7) abroad.
	PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted	OVPA, ODAHRD, SFAC, Department		10	4	5	5	5	5.00	One (1) faculty is pursuing local advanced research program (MS), and three (3) are pursuing MS abroad.
	PI 1.2 Number of faculty who finished advanced degree programs	OVPA, ODAHRD, SFAC, Department		1	5 ✓	5	5	5	5.00	Two (2) faculties finished PhD, while three (3) finished MS.
	PI 2: Number of faculty granted with external scholarships	OVPA, ODAHRD, SFAC		8	28 ✓	5	5	5	5.00	Twenty-two (22) faculties are currently pursuing PhD, and six (6) for MS.
	PI 3 Number of faculty granted with internal fellowship grants	OVPA, ODAHRD, SFAC		20	15 ✓	5	5	5	5.00	
	PI 4. Number of faculty granted with sabbatical leave	OVPA, ODAHRD, SFAC		1	17 ✓	5	5	5	5.00	
	PI 5: Number of faculty sent for trainings, seminars, conferences	OVPA, ODAHRD, SFAC, Department		70	385 ✓	5	5	5	5.00	
	PI 6: Number of VSFC-AS meetings conducted	OVPA, ODAHRD, SFAC		10	15 ✓	5	5	5	5.00	
	PI 7: Number of minutes of scholarship meetings reviewed and acted	OVPA, ODAHRD		10	15 ✓	5	5	5	5.00	
OVPA MFO 2. Faculty Recruitment/Hiring Services										
	PI 1: Number of faculty recruited/hired with at least master's degree	OVPA, ODAHRD, APB, Department		30	9 ✓	5	5	5	5.00	Most hiring for the faculty will start in the second half of the year.
	PI 2: Number of APB meetings conducted	OVPA, ODAHRD, SFAC,		16	14 ✓	5	5	5	5.00	
	PI 3: Number of minutes of APB meetings reviewed and acted	OVPA, ODAHRD		16	14 ✓	5	5	5	5.00	

6 will be accomplished in the second half of the year.

MFO No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
OVPI MFO 3. Faculty Evaluation Services										
	PI 1: Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated	OVPA, ODIE, Department	60%	96.13%	5	5	5	5.00		
OVPA MFO 4. Registration Services										
	PI 1: Percentage increase in number of undergraduate students enrolled in CHED-identified and RDC-identified priority programs	OVPA, Registrar, College, Department	70.66%	95.11%	5	5	5	5.00		
	PI 2: Percentage passing of first time takers in licensure exams	OVPA, Department	60.60%	87.89%	5	5	5	5.00		
	PI 3: Percentage of graduates (2 years prior) who are employed	OVPA, Department	82.08%	85.97%	5	5	5	5.00		
	PI 4: Percentage of students enrolled and validated within scheduled regular registration period	OVPA, Registrar's Office	94.00%	95.29%	5	5	5	5.00		
OVPA MFO 7. Distance Education Services										
	PI 1: Percentage increase in the number of extramural students enrolled	OVPA, OGS, OPO, Registrar,	2%	114.81%	5	5	5	5.00		
	PI 2: Number of extramural students who graduated	OVPA, OGS, OPO, Registrar,	1	8	5	5	5	5.00		
OVPA MFO 9. Development Broadcasting & Communication Services										
	PI 1: Number of radio programs developed and aired	OVPA, DYDC	110	3,454	5	5	5	5.00		
	PI 2: Number of beneficiaries/clientele served	OVPA, DYDC	175	1,061,527	5	5	5	5.00		
UMFO 6. General Administration and Support Services (GASS)										
OVPA MFO 1. Administrative and Facilitative Services										
	PI 1: Number of colleges, departments & support units supervised, monitored	OVPA, College, Department	40	46	5	5	5	5.00		
	PI 2: Number of management meetings conducted	OVPA, College, Department	50	38	5	5	5	5.00		
	PI 3: Number of documents acted	OVPA, College, Department	1100	5,575	5	5	5	5.00		
	PI 4: Number of memoranda prepared	OVPA, OP	12	7	5	5	5	5.00		
	PI 5: Number of memoranda issued	OVPA	12	32	5	5	5	5.00		
	PI 4: Number of university committees/ boards/council chaired & coordinated	OVPA	4	6	5	5	5	5.00		
	PI 5: Number of personnel policies reviewed and endorsed to UADCO & approved by BOR	OVPA, ODAHRD, PRPEO, College, Department	1	-	-	-	-	0.00	The review and endorsement of personnel policies to UADCO and the approval by the BOR will happen in the second half of the year.	
	PI 6: Number of academic related policies reviewed and endorsed to UADCO & approved by BOR	OVPA, College, Department	1	3	5	5	5	5.00		
	PI 7: Number of frontline academic services monitored and ensured to be customer friendly & efficient and citizens charter posted conspicuously	OVPA, College, Department, Units	10	120	5	5	5	5.00	83 undergraduates and 37 graduate curricular proposals were reviewed.	
OVPA MFO 2. Frontline Services										
	PI 1. Efficient and customer-friendly frontline service	Zero percent of complaints not acted	0	0	5	5	5	5.00		
Best practices/new initiatives										
Total Over-all Rating					195.00	195.00	195.00	195.00		
Average Rating					3.05	3.05	3.05	3.05		

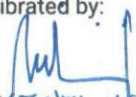
MFO No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Adjectival Rating						Outstanding				

Received by:


TONI MARC L. DARGANTES
 Planning Office

Date: SEP 06 2024

Calibrated by:


MOISES NEIL V. SERINO
 Chairman, PMT

Date: Sept. 06, 2024

Approved by:


PROSE IVY G. YEPES
 University President

Date: 9/6/24

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