

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR) FORM

I, **ELSIE E. SALAMAT**, Head of the **Alumni and Community Relations Office (ACRO)** commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July-December 2018.

Elsie E. Salamat
ELSIE E. SALAMAT
 Head of Unit
 Date: _____

Approved: _____

Edgardo E. Tui
EDGARDO E. TUI
 President

MAR 11 2019

OPCR July-Dec 2018

ACRO MFO	Success Indicator	Person/s Responsible	2018 Target	Accomplishment July-December 2018	Rating				Remark
					Q ¹	E ²	T ³	A ⁴	
OP MFO No. 9 - ACRO OPCR (Strong Alumni Engagement)									
ACRO MFO 1. Organizational Strengthening Services	PI 1. Efficient & Customer Friendly Frontline Service.	All ACRO Staff: EE Salamat, V. Yamon, JM Matuguina, EC Baconawa, JD Mate	5	10	5	5	5	5.00	1 JO, 2 SA
	No. of Client served								
	PI 2. Facilitate to organize geographical Alumni Chapters.	EE Salamat, V. Yamon	1	1	5	5	4	4.67	1 JO, 2 SA
	No. of Alumni chapter identified								
	PI 3. Facilitate Grand Alumni Homecoming	EE Salamat, V. Yamon, JM Matuguina	300	400	5	5	5	5.00	1 JO, 2 SA
	No. of attendees indentified for invitation								
ACRO MFO 1. Organizational Strengthening Services	PI 4. Produce a Tabliod for Alumni Publication	EE Salamat, V. Yamon	3	3	4	5	5	4.67	1 JO, 2 SA
	No. of articles written/solicited form contributors		3	3	4	5	5	4.67	1 JO, 2 SA
	No. of articles edited								
	PI 5. Monitor Alumni Scholarship Program	EE Salamat, V. Yamon	2	2	4	5	5	4.67	1 JO, 2 SA
	No. of scholars monitored		2	6	5	5	5	5.00	1 JO, 2 SA
	No. of fund raising activities/solicitations made								
ACRO MFO 2. Academic and Resource Generation Partnership	PI 6. Communicate Alumni Linkages for Developmental Resources	EE Salamat, V. Yamon	2	3	5	5	5	5.00	1 JO, 2 SA
	No. of announcement made for projects/programs where alumni can participate								

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	PI 7. Facilitate Alumni Assistance & Request for Community Relations Services like tour guiding of guests visiting VSU. No. of tour guided/facilitated	EE Salamat, V. Yamon, JM Matuguina, EC Baconawa, JD	2	3	5	5	5	5.00	1 JO, 2 SA
ACRO MFO 3. Monitoring and Recognition Services	PI 8. Monitor present status of Alumni employment. No. of Alumni monitored for employment.	EE Salamat, V. Yamon, JM Matuguina	10	15	5	5	5	5.00	1 JO, 2 SA
	PI 9. Monitor Alumni Achievements and Awards. No. of Alumni identified for award.	EE Salamat, V. Yamon, JM Matuguina	2	2	4	5	5	4.67	1 JO, 2 SA
ACRO MFO 4. General Admistration and Support Services	PI 10. Encode Alumni profiles. No. of Alumni profiles encoded.	V. Yamon, JM Matuguina, EC Baconawa, JD	30	40	5	5	5	5.00	1 JO, 2 SA
	PI 11. Printing of Alumni IDs No. of Alumni ID's lay-outed in computer	EC Baconawa, JD Mate	1000	1276	5	5	5	5.00	1 JO, 2 SA
ACRO MFO 5. Innovation and Best Practices Management	PI 12. Conduct community outreached activities No. of community outreach conducted	EE Salamat, V. Yamon, JM Matuguina, EC Baconawa, JD Mate	2	3	5	5	5	5.00	1 JO, 2 SA
	PI 13. Planned Number of attendees for 2019 Homecoming No. of attendees planned.	EE Salamat, V. Yamon, JM Matuguina, EC Baconawa, JD Mate	300	350	5	5	5	5.00	1 JO, 2 SA
	PI 14. Plan out Fund Raising activities for Alumni Scholarship Fund and Community Outreach activities. No. of of fund raising activities planned.	EE Salamat, V. Yamon, JM Matuguina, EC Baconawa, JD Mate	1	2	5	5	5	5.00	1 JO, 2 SA
Total Over-all Rating					76	80	79	78.35	

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OP MFO No. 9 - ACRO OPCR (Strong Alumni Engagement)									
Average Rating (Total Over-all Rating divided by # of entries)				4.89	Comments & Recommendation for Development Purpose:				
Assitional Points:									
Punctuality									
Approved Additional points (with copy of approval)									
FINAL RATING				4.89					
ADJECTIVE RATING				OUTSTANDING					

Received by:

Calibrated & Recommending Approval:

Approved:

DILBERTO O. FERRAREN

OVPRG

Date: _____

REMBERTO A. RATINDOL

PMT Chairman

Date: _____

EDGARDO E. TULIN

President

Date: _____

1 - quality

2 - efficiency

3 - timeliness

4 - average