



VISAYAS
STATE UNIVERSITY

OFFICE OF THE UNIVERSITY/BOARD SECRETARY

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OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **FRANCISCO G. GABUNADA, JR.**, Head of the **OFFICE OF THE UNIVERSITY/BOARD SECRETARY** 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** to **June 2020**.

FRANCISCO G. GABUNADA, JR.

Head of Unit

Approved:

EDGARDO E. TULIN
President

Appointment Status	Appoitment/ Status	No.
Head	Board Secretary	1
Admin./Regular	Admin. Officer III	1
Admin/Casual	Admin. Aide III	1
Total		3

Rating Equivalents:

5-Outstanding

4-Very Satisfactory

3-Satisfactory

2-Fair

1-Poor

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS-MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS	P11 Number of BOR Meetings facilitated	FG Gabunada, Jr. VV Balbarino	2 meetings	2 meetings	5	5	5	5	
	P12 Number BOR Finance Committee (BOR-FC) Meetings facilitated	FG Gabunada, Jr.	2 meetings	2 meetings	5	5	5	5	
	P13 Number of Pages of Completed BOR/BOR-FC Minutes of Meetings (Legal Size; double space)	FG Gabunada, Jr.	75 pages	86 pages	5	5	5	5	
	P14 Number of Proceedings Transcribed	VV Balbarino	2 Proceedings	1 Proceedings	5	5	5	5	
	P15 Number of BOR/ADMIN. Matrix of Actions Prepared	FG Gabunada, Jr.	2 Matrix of Actions	2 Matrix of Actions	5	5	5	5	
	P16 Number of Resolutions Prepared/ Signed by the Board of Regents	FG Gabunada, Jr.	35 BOR Resolutions	38 BOR Resolutions	5	5	5	5	
	P17 Number of BOR Agenda Folders Prepared Seven (7) Working Days before the Scheduled BOR Meeting	VV Balbarino AD Israel	15 Agenda Folders	8 Agenda Folders	5	5	5	5	Meetings were held via Video Conference

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
	PI8 Number of Excerpts of Minutes of Meetings Prepared (<i>Items without Full Blown Resolution</i>)	VV Balbarino	10 Excerpts (<i>after BOR confirmed/ approved Minutes of Meetings</i>)	142 Excerpts	5	5	5	5	
	PI9 Number of BOR Referenda Prepared & Passed for Board Approval	FG Gabunada, Jr.	5 Referenda	7 Referenda	5	5	5	5	
	PI10 Number of University Diplomas Signed (<i>representing Chairman of the Board</i>)	FG Gabunada, Jr.	1,000 diplomas	-	-	-	-	-	Not Implemented due to Pandemic
	PI14 Number of Meetings Organized for the <u>Search Committee for Private Sector Representatives</u> (SC-PSR)	FG Gabunada, Jr.	1 SC-PSR Meeting	-	-	-	-	-	-do-
	PI15 Number of pages of Completed SC-PSR Reports	FG Gabunada, Jr.	5 Pages	-	-	-	-	-	-do-
	PI16 Number of Agenda Folders Prepared for SC-PSR Meetings	VV Balbarino AD Israel	5 Agenda Folders	-	-	-	-	-	-do-
OUS-MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY	PI1 Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	FG Gabunada, Jr. VV Balbarino AD Israel	2 Meetings	7 Meetings	5	5	5	5	
	PI2 Number of pages of Completed UADCO/UAC Minutes of Meetings (<i>Long Size; double space</i>)	FG Gabunada, Jr.	100 pages	75 pages	5	5	5	5	
	PI3 Number of UADCO/UAC Proceedings Transcribed	VV Balbarino	2 proceedings	5 proceedings	5	5	5	5	
	PI4 Number of Agenda Folders Prepared/ Distributed to the UADCO/UAC Members Three (3) Working Days before the Scheduled Meeting	VV Balbarino AD Israel	100 Agenda Folders	30 Agenda Folders	5	5	5	5	Meetings were held via Video Conference
	PI5 Number of documents screened and processed for conformity to BOR Requirements	FG Gabunada, Jr. VV Balbarino	5 documents	20 documents	5	5	5	5	
	PI7 Number of special Meetings attended (<i>per OP Special Order/OP Memo Received</i>)	FG Gabunada, Jr. VV Balbarino	1 meeting	1 meeting	5	5	5	5	
	PI8 Number of National/Regional/Local special events attended/facilitated (<i>per OP Special Orders</i>)	FG Gabunada, Jr.	1 Special Event	-	-	-	-	-	Not Implemented due to Pandemic

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS-MFO 3. ADMIN. GENERAL SUPPORT SERVICES	PI1 Number of Documents Received/Filed and Released	AD Israel	75 documents	120 documents	5	5	5	5	
	PI2 Number of Office Forms Prepared (Vouchers/Trip tickets/Purchase Orders/Travel Orders, etc)	AD Israel	25 Office Forms	50 Office Forms	5	5	5	5	
	PI3 Percentage of Cash Advances Liquidated	VV Balbarino AD Israel	100% Liquidated	100% Liquidated	5	5	5	5	
	PI4 Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted	VV Balbarino AD Israel	100% Submitted	100% Submitted	5	5	5	5	
Total Over-all Rating					4.5	4.5	4.5	4.5	
Average Rating					2.37	2.37	2.37	2.37	5.0
Adjectival Rating					Outstanding				

Received by:

Calibrated by:

Approved by:



DILBERTO O. FERRAREN

Vice President, PRGE



REMBERTO A. PATINDOL

Chairman, PMT



EDGARDO E. TULIN

President

Date: _____

Date: _____

Date: _____

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