



**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 2022.

*Angelica P. Baldos*  
**ANGELICA P. BALDOS**

Director

Date: July 6, 2022

*Dilberto O. Ferraren*

**DILBERTO O. FERRAREN**

Vice President for Planning, Resource Generation and Auxilliary Services

Date: JUL 07 2022



#### INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVALENT (FTE):

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)		RDE Commitments***		
					Research	Publication	Extension
Director (CCE), Head (URS), OIC - 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%	100%	100% All reviewees assisted	NA	NA	NA	Agricultural and Biosystems Engineers Intensive Review Class
		<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 CPD for Foresters: Webinar on Forest Landscape Restoration
	PI 2. Effectively acted Administrative/financial documents									
	PI 2.1	Number of official documents timely and effectively acted upon	Director, Unit Heads, Staff	50	332%(166/5 0)		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% (2/2)		5.0	5.0	5.0	5.0	REVISED FROM Preparation of Quality Procedure Manual for Conduct of Review Classes , Quality Procedure Manual on Offering of CPD Trainings TO Guideline on the Assignment of Control Numbers on Continuing Professional Development (CPD) Trainings and on Issued CPD Certificates, Facilities Use Guideline of the Center for Continuing Education
	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 CCE
	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 designed to improve performance of graduates in licensure examination	Director, Unit Heads, Staff	2	150% (3/2)		5.0	5.0	5.0	5.0	Review Class for Professional Teachers, Review Class for Foresters, Review Class for Agriculturists
	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 review programs implemented			2	200% (4/2)		5.0	5.0	5.0	5.0	Review Class for Professional Teachers, Review Class for Foresters, Review Class for Agriculturists, Review Class for Agricultural and Biosystems Engineers
Number of online review programs offered			2	100% (2/2)		NA	NA	NA		Review Class for Foresters, Review Class for Agriculturists
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 performance of VSU graduates in various licensure examinations			2	600% (12/2)		5.0	5.0	5.0	5.0	All degree programs of VSU with licensure examinations
Database of experts as lecturers and coaches			2	150% (3/2)		5.0	5.0	4.0	4.7	Review Class for Professional Teachers, Review Class for Foresters, Review Class for Agriculturists, Review Class for Agricultural and Biosystems Engineers
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						68.333				
Average Rating						4.881				
Adjectival Rating						Outstanding				



Received by:

*toni*  
TONI MARC L. DARGANTES

Planning Office

Date: *7/7/2022*

Calibrated by:

*Daniel*  
DANIEL LESLIE S. TAN

Chairman, PMT

Date: **JUL 22 2022**

Approved:

*Edgardo*  
EDGARDO E. TULIN

*Edgardo*  
President

Date: *7/7/2022*

- \* 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.