Visayas State University

ONLINE PROGRAMS OFFICE

Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)



I, DEEJAY M. LUMANAO, Head of the ONLINE PROGRAMS OFFICE, 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 2021.

Head, Online Programs Office

Date:

INFORMATION ON PERSONNEL

Personnel	Number
Head of Online Programs Office (designee)	1
Administrative Officer V	1
Education Research Assistant	0
Admin Aide VI (Audiovisual Technician)	0
Utility/Messenger (Job order)	1
Admin Aide IV (Printing Press Staff)	0
Admin Assistant II (E-learning Website Administrator)	1
Data Encoder (Job Order)	0

Approved:

VP for Academic Affairs

Date: 9-20-204

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

2 - Fair 1 - Poor

NAT.	MEO	MEO			Actual Accor	Rating					
MFO No.	MFO Descrip- tion	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	% Accomplishment as of June 2021	Details of Accom- plishments	Quality	Efficiency	Timeliness	Average	Remark
UMFO	1: Advance	d Education Services									
OVPI/C	OVPI/OPO MFO 1. Graduate Degree Program Management Services										

PI 1: Number of extramural graduate degree specializations implemented/coordinated	Office head, AO V, Online Educ Systems Admin (OESA)	5	220.0%	11	5	5	5	5.00	MAgDev with majors in Language Teaching, Agronomy, Agricultural Education, Agricultural Extension, Animal Production, Agricultural Economics, Development Communication, Plant Pathology, Plant Protection, Entomology; plus 1 specialization which can be take as cognate (Food Science and Technology)
PI 2: Total FTE monitored	Office Head, AO V,	40	104.9%	41.96	5	5	5	5.00	Accomplishment reflected here covers FTEs in the 2nd Sem of 2020- 2021 (47 courses handled by 26 graduate faculty)
PI 3: Percentage increase in number of extramural graduate students enrolled	Office head, AO V, OESA,	2.0%	142.42%	47	4	5	4	4.33	In the Second Sem of SY 2019-2020, there were 32 students enrolled in extram courses; but in the Second Sem of 2020-2021, there were 47 students who enrolled in extramural courses.
OVPI/OPO MFO 2. Graduate Student Management Service	es								
PI 1: Number of graduate students awarded with scholarship/assistantship	OPO head, AO V								Not included in the target since graduate students enrolled in distance eduaction program are those without scholarships and who cannot leave their work stations. Those who could avail scholarship would shift to the on-campus mode of delivery.
PI 2: Percentage of graduate students awarded with scholarship/assistantship who graduated within prescribed period	OPO head, AO V								Not included in the target since most of the distance education students are working so they carry load below the regular load and usually cannot finish within 2 years.
PI 3: Number of graduate students awarded with honors/distinction	OPO head, AO V								Not included in the target since most of the distance education students carry load below the regular load that should be carried by students awarded with honors.
UMFO 5. Support to Operations (STO)									
OVPI/OPO MFO 7. Distance Education Services									
PI 1: Number of distance education curricular programs implemented	Office head, AO V, Online Educ Systems Admin (OESA)	5	220.0%	11	5	5	5	5.00	MAgDev with majors in Language Teaching, Agronomy, Agricultural Education, Agricultural Extension, Animal Production, Agricultural Economics, Development Communication, Plant Pathology, Plant Protection, Entomology; plus 1 specialization which can be taken as cognate (Food Science and Technology)
PI 2: Percentage increase in the number of extramural students enrolled	Office head, AO V Online Educ Systems Admin (OESA)	2.0%	142.42%	47	4	5	4	4.33	In the Second Sem of SY 2019-2020, there were 32 students enrolled in extram courses; but in the Second Sem of 2020-2021, there were 47 students who enrolled in extramural courses.
PI 3: Number of extramural students graduated within the prescribed period	Office head, AO V, Online Educ Systems Admin (OESA)								
PI 4: Number of e-classrooms developed/maintained for the online courses to be offered	Course site/ systems administrator	8	462.5%	37	4	4	4	4.00	

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PI 5: Number of user accounts created/ maintained	Course site/ systems administrator	40	155.0%	62	4	4	4	4.00	
OVPI/OPO MFO 12: Instructional Materials Development S	Services								
PI 1: Number of courseware/IMs development workshops conducted	OPO head, AO V, other OPO staff								
PI 2: Number of instructional materials/learning modulesreviewed/reproduced/ distributed to students	OPO Head, AO V, and other OPO staff	24	129.2%	31	4	5	4	4.33	31 learning modules distributed
IMFO 6. General Administration and Support Services (GA	iss)								
OVPI/OPO MFO 1. Administrative and Facilitative Services	5								
PI 1: Number of colleges, departments, units, projects and/or classes served	OPO Head, AO V, other staff	40	162.5%	65	5	5	5	5.00	
PI 2: Number of university committees/ boards/council served	OPO Head, AO V, other staff	5	180.0%	9	5	5	5	5.00	
PI 9: Number of documents/reports prepared, reviewed/processed	OPO Head, clerk, utilityman, other OPO staff	100	216.0%	216	5	5	5	5.00	
OVPI/OPO MFO 2. Frontline Services	'								
PI 1. Efficient and customer-friendly frontline service	Zero percent complaint from clients served	no complaint	no complaint	no complaint	5	5	5	5.00	
OTHER INITIATIVES									
Number of webpages developed (OPO/VSUOU page)/maintained	Course site/systems administrator	2	150.0%	3	5	4	4	4.33	2 websites (OPO/VOU; OU facebook page) OPO Newspage
Number of information drive activities conducted	OPO Head, and other OPO staff	2	500.0%	10	5	5	4	4.67	Sending of information through emails.
Total Over-all Rating						65.000			
Average Rating						4.643			
Adjectival Rating						Outstanding			

Received by:	Calibrated by:	Recommending Approval:	Approved:
DILBERTO O. FERRAREN, PhD	DANIEL LESLI S. TAN	BEATRIZ S. BELONIAS, Ph.D.	EDGARDO E. TULIN, Ph.D.
Planning Office	Chair, PMT	Vice Pres. for Academic Affairs	President
Date: <u>OCT 0 7 2021</u>	Date:	Date: 9-207	Date: