

Visayas State University
DISTANCE EDUCATION PROGRAMS OFFICE
Visca, Baybay City, Leyte



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **DEEJAY M. LUMANAO**, Head of the **DISTANCE EDUCATION PROGRAMS OFFICE**, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to June 2023**.

DEEJAY M. LUMANAO

Head, Distance Education Programs Office

Date: **JUL 11 2023**

Approved:

ANABELLA B. TULIN

Dean, Graduate School

Date: **JUL 13 2023**

INFORMATION ON PERSONNEL

Personnel	Number
Head of Distance Education Programs Office (designee)	1
Administrative Officer V	1
Admin Assistant II (E-learning Website Administrator)	1
Utility/Messenger (Job order)	1

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments		Rating				Remark
					% Accomplishment as of June 2023	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	
UMFO	1: Advanced Education Services										
OVPI/OPO MFO 1. Graduate Degree Program Management Services											
	PI 1: Number of extramural graduate degree specializations implemented/coordinated	Office Head, AO V, AA II	10	110.0%	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: Total FTE monitored	Office Head, AO V, AA II	40	172.8%	69.11	5	5	5	5.00	Accomplishment reflected here covers FTEs in the 2nd Sem of 2022-2023 (62 courses handled by 32 graduate faculty)	

	PI 3: Percentage increase in number of extramural graduate students enrolled	Office Head, AO V, AA II	2.0%	180.00%	81	5	5	5	5.00	In the Second Sem of SY 2021-2022, there were 44 students enrolled in extram courses; but in the Second Sem of 2022-2023, there were 81 students who enrolled in extramural courses.
OVPI/OPO MFO 2. Graduate Student Management Services										
	PI 1: Number of graduate students awarded with scholarship/assistantship	Office Head, AO V, AA II	1	200.0%	2	5	5	5	5.00	At first, we did not include scholarship to our distance education students presently enrolled in the program. However, the CHED-SIKAP scholarship opened some slots to our MAgDev program; and the ATI Central Office also awarded Educational Grants for Extension Workers (EdGE). Thus we encouraged our DE students to avail of the scholarship even if they are working and could not attend the regular face-to-face classroom instructions.
	PI 2: Percentage of graduate students awarded with scholarship/assistantship who graduated within prescribed period	Office Head, AO V, AA II								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	Office Head, AO V, AA II								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, AA II	10	110.0%	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, AA II	2.0%	180.00%	81	5	5	5	5.00	In the Second Sem of SY 2021-2022, there were 44 students enrolled in extram courses; but in the Second Sem of 2022-2023, there were 81 students who enrolled in extramural courses.
	PI 3: Number of extramural students graduated within the prescribed period	Office Head, AO V, AA II								
	PI 4: Number of e-classrooms developed/maintained for the online courses to be offered	Admin Assistant II	10	120.0%	12	5	5	5	5.00	
	PI 5: Number of user accounts created/ maintained	Admin Assistant II	40	202.5%	81	5	5	5	5.00	
OVPI/OPO MFO 12: Instructional Materials Development Services										
	PI 1: Number of courseware/IMs development workshops conducted	Office Head, AO V, AA II, and other DEPO staff								

	PI 2: Number of instructional materials/learning modules distributed online to students	Office Head, AO V, AA II	25	880.0%	220	5	5	5	5.00	220 learning modules distributed
UMFO 6. General Administration and Support Services (GASS)										
OVPI/OPO MFO 1. Administrative and Facilitative Services										
	PI 1: Number of colleges, departments, units, projects and/or classes served	Office Head, AO V, AA II, and other DEPO staff	40	150.0%	60	5	5	5	5.00	
	PI 2: Number of university committees/ boards/council served	Office Head, AO V, other staff	5	120.0%	6	5	5	5	5.00	
	PI 9: Number of documents/reports prepared, reviewed/processed	Office Head, AO V, AA II, and other DEPO staff	125	180.0%	225	5	5	4	4.67	
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										
	1. Number of webpages developed (DEPO/VSUOU)	Admin Assistant II	2	150.0%	3	5	5	4	4.67	2 websites (DEPO/VOU; OU facebook page) DEPO Newspaper
	2. Number of information drive activities conducted	Office Head, AO V, AA II, and other DEPO staff	2	450.0%	9	5	5	5	5.00	Sending of information through emails and posting congratulatory messages for passing the compre exam that also inspired other DE students to finish the program.
	3. Number of trainees weighted by the length of training	Office Head, AO V, AA II, and other DEPO staff								
	4. Learning visit for administrative staff	Office Head, AO V, AA II, and other DEPO staff								
Total Over-all Rating						74.333				
Average Rating						4.956				
Adjectival Rating						Outstanding				

Received by:

TONI MARC L. DARGANTES

Planning Office

Date: **JUL 14 2023**

Calibrated by:

DANIEL LESLIE S. TAN, Ph.D.

Chair, PMT

Date: **JUL 14 2023**

Approved:

EDGARDO E. TULIN, Ph.D.

President

Date: **JUL 19, 2023**