

Visayas State University
OFFICE OF THE PRESIDENT
Visca, Baybay City, Leyte



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)
CULTURE AND THE ARTS CENTER

I, JUDE NONIE A. SALES, head of Culture and the Arts Center, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period March to June 2021.

JUDE NONIE A. SALES

Head, Culture and the Arts Center

Date: _____


EDGARDO E. TULIN

President

Date: _____

MFO No.	MFO Description	Success Indicator (SI)	Persons Responsible	Task Assigned	Target		Rating			Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	
UMFO 6 General Administration and Support Services										
CAC MFO 1. Administrative Support Services										
	PI 1: Preparation of official communications/documents	JNSales	Number of documents prepared, processed and followed-up	Number of official documents such as vouchers, PRs, POs, etc. and follow-up of documents released	25	5	5	5	5.00	All documents processed

	PI 2: Efficient and customer friendly assistance	JNSales	Zero percent complaints from clients served	No complaints	No complaints	5	5	5	5.00	Zero complaints
	PI 3: Facilitate culture and the arts activities	JNSales	Organized or coordinated VSU culture and the arts	Number of culture and arts activities and events	5	5	5	5	5.00	Facilitated culture and the arts activities and events
CAC MFO 2. Accurate and Timely Planning Coordination and Production (All Sections)										
	PI 1: Plan of University culture and the arts events and performances	JNSales & CAC members	Planned and set targets of culture and the arts activities to be organized or coordinated	All plans of culture and the arts events and activities is documented with minutes and proposals	10	5	5	5	5.00	All CAC plan of events and activities and documented
		JNSales & Niffa Calleja	Proper filing of documents and archiving of documentation	Documents are filed and coded according to ISO standards and photos foldered	10	5	4	4	4.33	Files properly organized and photos archived in the CAC Office
	PI 2: Organize or coordinate culture and the arts events and activities	JNSales	Events and activities organized	2 or more culture and the arts events and activities	2				0.00	All activities and events organized
		JNSales & CAC members	Events and activities coordinated	Coordination with various VSU offices, colleges, depts, and units on their involvement on culture and the arts events and	2				0.00	All activities and events coordinated
	PI 3: Training and rehearsals for both students, staff and faculty of the university	JNSales & CAC members	Conduct trainings and rehearsals for both student,	4 or more trainings and rehearsals per semester	5	5	4	5	4.67	All rehearsals and trainings completed

	PI 4: Production of dance, music and theater performances	JNSales and CAC members	Number of performing arts activities organized or	2 or more performing arts events and activities	5	5	5	5	5.00	All performances executed
	PI 5: Design and production of art exhibits and displays	JNSales & CAC members	Number of visual arts and literary arts activities organized or	2 or more visual and literary arts events and activities organized per sem	2	5	5	5	5.00	All exhibits and displays executed
CAC MFO 3. Innovation and Best Practices Management										
	PI 1: Established networking with the public and private sectors to organize workshops on culture and the arts and design	JNSales	Requests and invitation for CAC to conduct seminar workshops within the year	Upon review of office services and technical assistance offered	2	5	5	5	5.00	All requests confirmed
	PI 2: Established partnership with different VSU offices and departments on their socio-cultural activities	JNSales & CAC members	VSU 97 th Anniv activities coordinated		4	5	5	5	5.00	All activities accomplished
	PI 3: Installation of 2 LAN and Desktop Computers connections to improve office connectivity	JNSales	Organized office facilities and equipment		4	5	5	5	5.00	All equipment and connections in
	PI 4: Fastracked procurement of request of lacking office equipment and supplies to improve office efficiency	JNSales & Niffa Calleja	Conduct inventory of office equipment and	Upon review of office facilities and needs	2	5	5	5	5.00	Made new PPMP and procurement request for the year based on existing office equipment and supplies
Total Over-all Rating									59.00	
Average Rating						0.00	0.00	0.00	4.54	
Adjectival Rating						Outstanding				

Rated by:


DANIEL LESLIE S. TAN

Planning Office

Date: AUG 03 2021

Calibrated by:


REMBERTO A. PATINDOL

VP for Administration and Finance

Date: 8/27/21

Approved:


EDGARDO E. TULIN

President

Date: _____