



## OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, **SHALOM GRACE C. SUGANO**, Head of the **VSU Integrated High School**, commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period **January to June 2021**.

**SHALOM GRACE C. SUGANO**

Principal

Date: 07/15/2021

**BAYRON S. BARREDO**

College Dean

Date: 7-16-21



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

Personnel	Number (1)	Min. FTE (2)	Total FTE (1x2)		RDE Commitments***		
					Research	Publication	Extension
Department Head	2	4	8.0		0.0	0	0
Faculty w/ Univ. Designated Position	3	2.5	7.5		0.0	0	0
Regular Faculty (VSL)*	4	12	48.0		1.0	1	1
Regular Faculty (ILS)*	10	18	180.0		0.0	0	0
Part time Faculty	1	Actual	0.0		0.0	0	0
Admin Staff Members	6	0	0.0				
<b>TOTAL</b>					<b>1.0</b>	<b>1</b>	<b>1</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))

MFO No.			Success/Performance Indicator (PI)		Units/Persons Responsible	Department Target	Actual		Rating				Remark (Details of the targetted output indicators with **)	% weight
							% Accomplishment	Details of Accomplishments	Quality	Efficiency	Timeliness	Average		
MFO 1	ADVANCED EDUCATION SERVICES (20%)													
	OVPI MFO 1. Graduate Degree Program Management Services													
	1	PI 1. Percentage of graduate school faculty engaged in research work applied in any of the following:		Dept. Head & Faculty	0								4%	
		a. pursuing advanced research degree program (Ph.D.) *			0	1						Allen Glenis P. Lamber...	23	



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<b>MFO 2</b>	<b>BASIC EDUCATION SERVICES (50%)</b>											
	<b>PI 1.</b> Percentage of first time licensure exam takers that pass the licensure exams *			0								7.5%
	<b>PI 2.</b> Percentage of graduates (2 years prior) that are employed *			0								2.5%
	<b>PI 3.</b> Percentage of undergraduate student population enrolled in CHED-identified and RDC-identified priority programs *			0								2.5%
	<b>PI 4.</b> Percentage of undergraduate programs with accreditations *			0								2.5%
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *			300	730.61		5	5	5	5		20%
	<b>PI 8:</b> Number of students advised: *											
	<i>On thesis/ field practice/special problem</i>											1%
	<i>No. of approved manuscript submitted within prescribed period</i>											1%
	<i>On consultation</i>			100	146		5.0	5.0	5.0	5		0.5%
	<b>PI 9:</b> Number of student organizations advised/ assisted *	Dept. Head & Faculty		10	10		5.0	5.0	5.0	5		
	<i>Student organizations advised</i>			7	5		5.0	5.0	5.0	5		1.25%
	<i>Student organizations assisted on student related activities</i>			3	73		5.0	5.0	5.0	5		1.25%
	<b>PI 10:</b> Number of instructional materials developed *	Dept. Head & Faculty		17	1049		5.0	5.0	5.0	5		10%
	<i>On-line ready courseware</i>	Dept. Head & Faculty		20	96		5.0	5.0	5.0	5		
	<i>Flexible instructional materials</i>	Dept. Head & Faculty		50	327		5.0	5.0	5.0	5		
	<i>Assessment tools</i>	Dept. Head & Faculty		200	626		5.0	5.0	5.0	5		

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<b>MFO 5</b>	<b>Support to Operations</b>												
	<b>OVPI MFO 1. Faculty Development Services</b>												
	<b>PI 1:</b> Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *	Dept. Head & Faculty	1	5		5.0	5.0	5.0	5	Salvador Catre, Ma Jesusa Lambert, Gerald Rivera, Edilberto Gonzaga, Midred Siarez	0.625%		
	<b>OVPI MFO 2. Faculty Recruitment/Hiring Services</b>												
	<b>PI 2:</b> Number of faculty recruited/hired based on needed competencies and aligned with ISO standards *	Dept. Head & Faculty	10	0		3.0	3.0	3.0	3		0.125%		
	<b>OVPI MFO 3. Faculty Evaluation Services</b>												
	<b>PI 3:</b> Number of seminars/trainings/ conventions/workshops coordinated for entire university *	Dept. Head & Faculty	0								0.25%		
	<b>PI 4:</b> Number of seminars/trainings/ conventions/workshops coordinated outside of the university *	Dept. Head & Faculty	1	0		3.0	3.0	3.0	3		0.25%		
	<b>PI 5:</b> Percentage of faculty rated by students with at least very satisfactory rating in 50% of the subjects evaluated *	Dept. Head & Faculty	80%	90%		5.0	5.0	5.0	5		0.75%		
	<b>PI 6:</b> Number of in-house seminars/trainings/ workshops/reviews conducted *	Dept. Head & Faculty									0.25%		
	<b>PI 7:</b> Additional outputs *	Dept. Head & Faculty											
	Number of faculty/staff awards/honors received related to operations support		0	1		5.0	5.0	5.0	5	Romula E. Morales - Messenger "Utility" Award	0.25%		
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>												
	<b>PI 8:</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	Dept. Head & Faculty	75%	90%		5.0	5.0	5.0	5		2.50%		



MFO 6 General Admin. & Support Services (GA)												
PI 1. Number of Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*		Dept. Head	80%	100%		5.0	5.0	5.0	5			1%
PI 2. Zero percent complaint from clients served		Dept. Head & all faculty & staff	80%	90%		5.0	5.0	5.0	5			2%
PI 3. Number of coaching sessions among faculty & staff**		Dept. Head	2	2		5.0	5.0	5.0	5	Group and Individual Coaching		
PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**		Dept. Head	2	2		5.0	5.0	5.0	5	OPCR and IPCR Target and Accomplishment Monitoring		
PI 5. Number of monthly/special faculty & staff meetings conducted**		Dept. Head	5	12		5.0	5.0	5.0	5			
PI 3: Additional Outputs		Dept. Head & all faculty & staff	0	2		5.0	5.0	5.0	5	VSUIHS Grading System in Light of the Basic Education Learning Continuity Plan SY. 2020-2021, Approved Guidelines and Policies for the VSUIHS Admission Screening and Evaluation for Grade 7 Students in the New Normal		
Number of Best practices/new initiatives in academic units' management replicated/benchmarked by other depts/agencies *			0	1		5.0	5.0	5.0	5	VSUIHS Psychosocial Support Service Program "Storya Ta, Dasig Lang"		2%
Total Over-all Rating												
Average Rating						142.000						
Adjectival Rating						91.81%			4.581			
									Outstanding			

Received by:

  
**DILBERTO O. FERRAREN**


Planning Office  
 Date: **JUL 26 2021**

Calibrated by:

  
**REMBERTO A. PATINDOL**

Chairman, PMT  
 Date: \_\_\_\_\_

Recommending Approval:

  
**BEATRIZ S. BELONIAS**

Vice Pres. for Instruction  
 Date: \_\_\_\_\_

Approved:

  
**EDGARDO E. TULIN**

President  
 Date: \_\_\_\_\_

\* To indicate in the remarks column the details of the targetted outputs for easy review and calibration.

\*\* No percentage weight for ranking purposes since these are activities only expected to be performed at the department level