



Visayas State University
Vice-President for Planning, Resource Generation and Auxiliary Services
Visca, Baybay City, 6521-A, Leyte, Philippines



OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCR)

I, **DILBERTO O. FERRAREN**, Vice-President for Planning, Resource Generation and Auxiliary Services, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July - December 2020**.

DILBERTO O. FERRAREN
Head of Unit
Date: JAN 25 2021

Approved:
EDGARDO E. TULIN
University President
Date: _____

Vice-President	Planning, Resource Generation & Auxiliary Services	1
Director	Planning & Infra. Proj. & Development Monitoring	1
Head & Planning Officer	Planning & Infra. Proj. & Development Monitoring	1
Regular Administrative Staff	Administrative Assistant II	1
Regular Administrative Staff	Administrative Aide III	1
Job Order Administrative Staff	Administrative Aide I	1
Job Order Architect	Engineer II	1

<u>Rating Equivalents:</u>
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
UNIV MFO1: GENERAL ADMINISTRATION & SUPPORT SERVICES									
OVPPRGEA MFO 1. Administrative and Support Services Management	PI 1. Efficient & customer-friendly frontline service	PRGAS Staff	zero complaint	zero complaint	5	5	5	5.00	
	PI 2. Effectively acted Administrative/financial documents	PRGAS Staff	500	1512	5	5	5	5.00	
	PI 3. Offices and personnel efficiently supervised and monitored (OAS/IGP, URC/CCE, ACRO & Planning and Infrastructure Services)	VP	2	22	5	4	5	4.67	

MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
OVPPRGEA MFO 1. Administrative and Support Services Management	PI 1.4. Administrative & management meetings effectively chaired	VP, BOM, IGP, PRGAS Staff	2	23	4	5	5	4.67	
	PI 1.5 Enhanced direct linkages with external agencies	VP, PRGAS Staff	3	5	5	5	5	5.00	
	PI 1.6 ISO aligned documents for at least 1 core process.	VP, PRGAS Staff	50%	100%	5	5	5	5.00	
	<i>Average Rating</i>							4.89	
OVPPRGEA MFO 2. Planning, Management, and Monitoring Services	PI 1. Proactive submission of university reports/ plans and documents as prescribed by DBM & VSU Annual Report								
	* Percentage DBM Quarterly Report of Operation (BAR) and Physical Plan 2020 (BED)	PRGAS Staff	5	5	5	5	5	5.00	
	* Percentage CHED-HEMIS CHECKS data update submitted and accepted	DF Andres	100%	100%	5	5	5	5.00	
	* Percentage VSU Annual Report	VP, PRGAS Staff	100%	100%	5	5	5	5.00	
	PI 2. Efficient Planning and Monitoring Services								
	* Number of Strategic Plan Monitoring Forms reviewed and consolidated	VPs, PRGAS staff, Dean, Heads, stakeholders, OP, Budget, OFM	4	5	5	5	5	5.00	
	* Number of Reports from Strategic Plan Monitoring Forms generated/created		4	5	5	5	5	5.00	
	* Number of Institutional Plan documents reviewed		5	5	5	5	4	4.67	
	* Number of Planning Workshops conducted and facilitated		2	10	5	5	5	5.00	
	* Number of Project Proposals reviewed, consolidated and submitted to NEDA, RDC, BOR, CHED and DBM		30	56	5	5	5	5.00	
	* Percentage of the Land Use Development Plan (LUDIP) completed	DSL Tan, DF Andres, Technical Experts	40%	50%	4	4	4	4.00	
	* Number of new infrastructure projects monitored and inspected	DSL Tan, JJC Villias, Committee Members	2	2	5	5	5	5.00	
	* Percentage of Crisis Management Committee plans and activities done	DSL Tan, DF Andres, Committee Members	20%	25%	5	5	5	5.00	
	PI 3. Performance Management Team (PMT) Secretariat Services								
	* OPCR Evaluation and Monitoring	PRGAS Staff	50%	100%	5	5	5	5.00	
	* Percentage of OPCR's facilitated	PRGAS Staff	50%	90%	5	5	5	5.00	
	* Efficient dissemination of OPCR Rating Results	VP, PRGAS Staff	1	1	5	5	5	5.00	

MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
OVPPRGEA MFO 2. Planning, Management, and Monitoring Services	PI 4. Collaborative and regular monitoring of the transparency seal	PRGAS Staff	100%	100%	5	5	5	5.00	
	PI.5. Promptly provide data needed for VSU budget proposal	VP, PRGAS Staff, Budget	100%	100%	5	4	4	4.33	
	PI.6. Percentage of unit planning of PAPs based on Work & Financial Plan	Dept. Heads/ Units/Deans/Centers	100%	100%	5	4	5	4.67	
	Average Rating							4.86	
OVPPRGEA MFO 3. Resource Generation Management Services	PI 1. Percentage of RF/STF managers complying with requirements and policies set by the Board of Management								
	* Efficient monthly financial reports	VP, IGP Director & PRGAS Staff	100%	100%	4	4	4	4.00	
	* Regular Physical evaluation and monitoring of IGP Projects (once every 6 months)	VP, IGP Director	100%	100%	4	4	4	4.00	
	PI 2. Income generated from STF projects in support to instruction, research and extension.	VP, BOM Housing Commission, IGP Director, BOM	1.75M	2.27M	4	5	5	4.67	
	PI.3. Income generated from RF projects in support to university projects/ programs	VP, IGP Director/ PRGAS Staff	1.75M	2.10M	4	5	5	4.67	
	Average Rating							4.34	
OVPPRGEA MFO 4. Bids & Awards	PI.1.1. Responsible for ensuring that the Procuring Entity abides by the standards set forth by the Act and IRR, and prepare a Procurement Monitoring Report (PMR) in the form prescribed by the GPPB.	BAC Chair	100%	100%	4	4	4	4.00	
	* Provide administrative support to the BAC and the TWG.	BAC Members, Secretariate & TWG	100%	100%	5	5	5	5.00	
	Average Rating							4.50	
OVPPRGEA MFO 5. Other Functions	PI.1.1. University Formal Investigation Committee	DF Andres/FIC Members/Legal Off	100%	100%	5	5	5	5.00	
	Average Rating							5.00	
Total Over-all Rating								23.59	
Average Rating								4.72	
Adjectival Rating								Outstanding	

MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	

Received by:



DANIEL LESLIE S. TAN

Planning Office

FEB 04 2021

Calibrated by:



REMBERTO A. PATINDOL

Chairman, PMT

Recommending Approval:



DILBERTO O. FERRAREN

Vice-Pres. For Planning, Resource
Generation & Auxiliary Services

JAN 25 2021

Approved by:



EDGARDO E. TULIN

University President