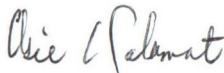



OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Elsie E. Salamat, Head of the Alumni and Community Relations 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 July to December 2017.


ELSIE E. SALAMAT
 Head of Unit
 Date: _____

Approved:


EDGARDO E. TULIN
 President

MFOs/PAPs	Success Indicators	2017 Target	Accomplishment as of December 2017	Details of Accomplishment	Person/s Responsible	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Efficient and Customer Friendly Frontline Service										
Campus Tour	Percentage of campus tour requests served	80%	100%	All tour requests attended to accordingly including walk-in visitors without prior approved communication from the Office of the University President. This also includes participants of trainings/seminars in the campus requesting campus tour.	EE Salamat R.Abit, N. Mondal, EC Baconawa	5	5	5	5	2 JO staff
Alumni Services										
Alumni Assistance	Zero% complaint from alumni served	Zero % complaint	100% of alumni requests duly attended	100% of requests for available data or information regarding alumni matters provided accordingly	EE Salamat R.Abit, N. Mondal, EC Baconawa	5	5	5	5	2 JO staff
Alumni ID	Percentage of VSU alumni IDs printed	70% of 2017 VSU graduates	100% VSU alumni IDS printed	1,333 IDs printed corresponding to all VSU graduates from high school, CAS, BS, MS and PhD graduates.	EE Salamat, EC Baconawa	5	5	5	5	
Alumni Data Base and Directory	Number of alumni profiles encoded and updated	5/wk	5 times per wk	1,600 alumni profiles encoded within the rating period including walk-ins	EE Salamat, N. Mondal	5	5	5	5	

New Alumni Building Maintenance	Building maintenance activities facilitated	70% of building and ground maintenance facilitated	85% of building and surroundings facilitated	Propagated in-door and outdoor ornamental plants, occasionally trimmed grass within bldg surroundings, maintained cleanliness of 6 crs, 4 bedrooms, 1 office and 1 function room..	EE Salamat, R.Abit, N. Mondal	5	5	5	5	w/ 2 JOs
Community Relations Service										
Supplemental Feeding	Number of Feeding Requests Facilitated	1	2 feedings requests done	84 children fed & 38 haircuts in Sto Tapusok, Guadalupe; 109 children fed in Purok 3, Bunga, Baybay City	EE Salamat R.Abit, N. Mondal, EC Baconawa	5	5	5	5	w/ 2 JOs
Fun Run	Number of participants	350	Over 1,000 participants w/ Basura Run	Fun run facilitated and launched the Basura Run as environmental advocacy	-do-	5	5	5	5	w/ 2 JOs
Art Exhibit	Number of artworks sold	2	24 artworks sold	Turned over P30,000.00 to the VSUAAI Scholarship Fund as share	-do-	5	5	5	5	w/ 2 JOs
Records and Filing Services										
Government documents	Number of government documents/forms accomplished	100	100%	Regular office transactions using government documents done	-do-	3	3	3	3	w/ 2 JOs
Total Over-all Rating						43	43	43	43	
Average Rating						4.77				
Adjectival Rating						Outstanding				

1 - Quality 3 - Timeliness
2 - Efficiency 4 - Average

Received by:

OVPRG

Date: _____

Calibrated by:


REMBERTO A. PATINDOL
PMT Chairman

Date: _____

Approved by:


EDGARDO E. TULIN
President

Date: _____