



VISAYAS
STATE UNIVERSITY



Culture and the Arts Center
Office of the President
Visayas State University
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 accomplishments in accordance with the indicated measures for the period January to June 2024.

JUDE NONIE A. SALES

Head, Culture and the Arts Center

Date: 7/15/24

PROSE IVY G. YEPES

VSU President

Date: 09/04/24



MFO No.	MFO Description	Success Indicator (SI)	Persons Responsible	Task Assigned	Target		Rating				Remark
						Actual Accomplishment	Quality	Efficiency	Timeliness	Average	
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 (70) of official documents such as vouchers, PRs, POs, etc. and follow-up of documents released	50/70 (71%)	5	5	5	5.00	All documents processed	
	PI 2: Efficient and customer friendly assistance	Jnsales	Zero percent complaints from clients served	No complaints	0 (100%)	5	5	5	5.00	Zero Complaints	


	PI 3. Facilitate culture and the arts activities	JNSales	Organized or coordinated VSU culture and the arts activities	Number (15) of culture and arts activities and events organized or coordinated	10/15(66%)	5	5	4	4.67	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	(10)All plans of culture and the arts events and activities is documented with minutes and proposals	7/10 (70%)	5	5	5	5.00	All plans of events and activities are documented
		JNSales & Niffa Calleja	Proper filing of documents and archiving of documentation photos	Documents are filed and coded according to ISO standards and photos foldered	10 (100%)	5	5	5	5.00	Files properly organized
	PI 2. Organize or coordinate culture and the arts events and activities	JNSales	Events and activities organized	Number (5) of culture and the arts events and activities organized per sem	4/5(80%)	5	5	5	5.00	All activities and events organized
		JNSales & CAC members	Events and activities coordinated	Number (5) of VSU offices, colleges, depts, and units involved on CAC initiated culture and the arts events and activities	4/5(80%)	5	5	5	5.00	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, faculty and staff of the university	Number (5) of culture and the arts trainings and rehearsals per semester	5/5(100%)	5	5	4	4.67	Completed
PI 4: Production of dance, music and theater performances	JNSales and CAC members	Number of performing arts activities organized or coordinated	Number (3) of performing arts events and activities organized per sem	3/3(100%)	5	4.5	4	4.50	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 coordinated	Number (3) of visual and literary arts events and activities organized per sem	3/3(100%)	5	5	5	5.00	All exhibits and display 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	Number (5) of requests and invitation for CAC to conduct seminar workshops within the year		5/5(100%)	5	5	4	4.67	All request confirmed
PI 2: Established partnership with different VSU offices and departments on their socio-cultural activities	JNSales & CAC members	Number (5) of VSU Anniversary activities coordinated	Upon review of office facilities and needs	5/5(100%)	5	5	5	5.00	Accomplished

PI 3: Procurement and installation of various office equipment	JNSales	Procurement and installation of various office equipment	0	2	5	5	5	5.00	Installed
PI 4: Fasttracked procurement of request of lacking office equipment and supplies to improve office efficiency	JNSales & Niffa Calleja	Conduct inventory of office equipment and made new procurement request.	Upon review of office facilities and needs	3	5	5	5	5.00	Requested for the year based on existing office equipment and supplies
Total Over-all Rating								68.84	
Average Rating								4.89	
Adjectival Rating								Outstanding	

Received by: 
TONI MARC L. DARGANTES
 Planning Office
 Date: SEP 06 2024

Calibrated by: 
MOISES NEIL V. SERINO
 Chairman, PMT
 Date: 9/10/24

Approved: 
PROSE IVY G. YEPES
 VSU President
 Date: _____