



### OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

ANGELICA P. BALDOS

Date: JUL 05 2023

ANGELICA P. BALDOS

Date: JUL 05 2023



## RDE Commitments<sup>\*\*\*</sup>

### Extension

0.00

NA

0.00

Rating Equivalents:  
5 - Outstanding  
4 - Very Satisfactory  
3 - Satisfactory  
2 - Fair

\* 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*))

[illegible]

|   |   |                                |               |                 |                                      |     |     |     |     |   |
|---|---|--------------------------------|---------------|-----------------|--------------------------------------|-----|-----|-----|-----|---|
| OVPPRGEA<br>MFO 1.<br>Administrative<br>and Support<br>Services<br>Management | PI 1. Efficient & customer-friendly frontline service   |                                |               |                 |                                      |     |     |     |     |   |
|   | PI 1.1 Percentage of complaints from clients served   | Director, Unit<br>Heads, Staff | 100%          | 100%            | zero%<br>complaint                   | 5.0 | 5.0 | 5.0 | 5.0 |   |
|   | <i>Percentage of faculty and staff who<br/>attended CPD trainings and<br/>assisted with PRC license renewal</i> | Director, Unit<br>Heads, Staff | 100%          | 100%            | 100% All<br>participants<br>assisted | 5.0 | 5.0 | 5.0 | 5.0 | CPD for Foresters   |
|   | PI 2. Effectively acted Administrative/financial documents  |                                |               |                 |                                      |     |     |     |     |   |
|   | PI 2.1 Number of official documents timely and<br>effectively acted upon  | Director, Unit<br>Heads, Staff | 50            | 108%<br>(54/50) |                                      | 5.0 | 5.0 | 4.0 | 4.7 | Communications/requests,<br>planning Documents (SWOT,<br>ROAM, OTP, WFP, PPMP,<br>OPCR, IPCR, other documents<br>like manuals), applications,<br>personnel documents (DTR,<br>renewal contracts, etc), all<br>documents related to function of<br>and acted upon by units |
|   | PI 2.2 Number of quality procedure prepared/revised   | Director, Unit<br>Heads, Staff | Actual output | 100%(1/1)       |                                      | 5.0 | 5.0 | 5.0 | 5.0 | Preparation of Quality<br>Procedure Manual for Conduct<br>of Review Classes , Quality<br>Procedure Manual on Offering<br>of CPD Trainings   |
|   | PI 2.3 Number of administrative & management<br>meetings conducted  | Director, Unit<br>Heads, Staff | 12            | 50% (6/12)      |                                      | 5.0 | 5.0 | 4.0 | 4.7 | Meetings with staff, with other<br>units who have business with<br>CPD  |
|   | Average<br>Rating   |                                |               |                 |                                      |     |     |     |     |   |
| OVPPRGEA<br>MFO 2.<br>Planning,<br>Management,<br>and Monitoring<br>Services  | PI 2. Efficient Planning and Monitoring Services  |                                |               |                 |                                      |     |     |     |     |   |
|   | PI 2.1 Number of programs/ <u>activities</u> /projects (PAPs)<br>planned  | Director, Unit<br>Heads, Staff |               |                 |                                      |     |     |     |     |   |



|                       |  |                             |               |                |  |        |     |     |     |                              |
|-----------------------|--|-----------------------------|---------------|----------------|--|--------|-----|-----|-----|------------------------------|
| Services              | Number of programs developed to enhance faculty and staff capability       |                             | 2             | 100% (2/2)     |  | 5.0    | 5.0 | 4.0 | 4.7 | CPD for Foresters            |
|                       | VSU as accredited by PRC local CPD provider for professional teachers      |                             | Actual output | 100%           |  |        |     |     |     | Maintained PRC Accreditation |
|                       | Number of programs with PRC accreditation for CPD units                    |                             | 1             | 200% (2/1)     |  | 5.0    | 5.0 | 5.0 | 5.0 | CPD for Foresters            |
|                       | PI 2. 2 Number of programs/ <u>activities</u> /projects (PAPs) implemented | Director, Unit Heads, Staff |               |                |  |        |     |     |     |                              |
|                       | Number of faculty and staff trained in - house for CPD units               |                             | 15            | 4129% (618/15) |  | 5.0    | 5.0 | 5.0 | 5.0 | CPD for Foresters            |
|                       | PI 2.3 Number of programs/ <u>activities</u> /projects (PAPs) monitored    | Director, Unit Heads, Staff |               |                |  |        |     |     |     |                              |
|                       | Database on competency and skills – based trainings conducted              |                             | 1             | 200% (2/1)     |  | 5.0    | 5.0 | 4.0 | 4.7 | CPD for Foresters            |
|                       | Database of experts as resource persons                                    |                             | 1             | 200% (2/1)     |  | 5.0    | 5.0 | 4.0 | 4.7 | CPD for Foresters            |
|                       | Average Rating   |                             |               |                |  |        |     |     |     |                              |
| Total Over-all Rating |  |                             |               |                |  | 48.500 |     |     |     |                              |
| Average Rating        |  |                             |               |                |  | 4.850  |     |     |     |                              |
| Adjectival Rating     |  |                             |               |                |  |        |     |     |     |                              |

Received by:

TONI MARC L. DARGANTES

Planning Office

Date: JUL 05 2023

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Date: JUL 06 2023

Approved:

EDGARDO E. TULIN

President

Date: July 7, 2023

- \* The College target should be equal to the consolidated target of the departments under the College.
- \*\* To indicate in the remarks column the details of the targetted outputs for easy review and calibration.
- \*\*\* No percentage weight for ranking purposes since the Office of the Dean is automatically attached to the highest ranking department under him.