

## Center for Continuing Education OVPPRGAS VISAYAS STATE UNIVERSITY

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

## OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, ANGELICA P. BALDOS, Head of the CONTINUING PROFESSIONAL DEVELOPMENT 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 January - June 2023.

ANGELICA P. BALDOS

Head

ANGELICA P. BALDOS

Director, Center of Continuing Education

Date: JUL 0 5 2023

INFORMATION ON PERSONNEL FULL-TIME TEACHING EQUIVAL		Total FTE (1x2,	RDE Commitments***						
Personnel	Number (1)	Min. FTE (2)		Research	Publication	Extension			
Head (CPDE)	1	18.00	18.00	0.00	1.00	0.00			
Admin Staff Members, CPD	1	NA	NA	NA	NA	NA			
TOTAL:	2	18.00	18.00	0.00	1.00	0.00			

Note:

<sup>\*\*\*</sup> Professors and Associate Professors are required to commit RDE outputs (Please Performance Indicators under Research (UMFO 3) and extension (UMFO 4)

MFOs/PAPs Performance Indicator (PI)		Unite/Person	Consolidate d Targets of	Accomplishments		Rating				Remark (Details of the
	s Responsible	all	% Accom-	Details of Accom- plishments	Quality	Efficiency	Timeliness	Average	targetted output indicators with **)	
UNIV MFO1: GEN	ERAL ADMINISTRATION & SUPPORT SERVICES	d								

<sup>\*</sup> On vacation-sick-leave status. Ratio of Instruction and RDE commitments should determined based on FTE of 18 units

<sup>\*\*</sup> On Teacher's Leave status. Minimum FTE required is 18 units

OVPPRGEA MFO 1.	PI 1. Efficient & customer-friendly frontline service									
Administrative and Support Services	PI 1.1 Percentage of complaints from clients served	Director, Unit Heads, Staff	100%	100%	zero% complaint	5.0	5.0	5.0	5.0	
Management	Percentage of faculty and staff who attended CPD trainings and assisted with PRC license renewal	Director, Unit Heads, Staff	100%	100%	100% All participants 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 effectively acted upon	Director, Unit Heads, Staff	50	108% (54/50)		5.0	5.0	4.0		Communications/requests, planning Documents (SWOT, ROAM, OTP, WFP, PPMP, OPCR, IPCR, other documents like manuals), applications, personnel documents (DTR, renewal contracts, etc), all documents related to function of and acted upon by units
	PI 2.2 Number of quality procedure prepared/revised	Director, Unit Heads, Staff	Actual output	100%(1/1)		5.0	5.0	5.0	5.0	Preparation of Quality Procedure Manual for Conduct of Review Classes , Quality Procedure Manual on Offering of CPD Trainings
	PI 2.3 Number of administrative & management meetings conducted	Director, Unit Heads, Staff	12	50% (6/12)		5.0	5.0	4.0	4.7	Meetings with staff, with other units who have business with CPD
	Average Rating									
OVPPRGEA MFO 2.	PI 2. Efficient Planning and Monitoring Services									
Planning, Management, and Monitoring	PI 2.1 Number of programs/ <u>activities</u> /projects (PAPs) planned	Director, Unit 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						4.8	B <b>50</b>		
Adjectival Rating									

Received by:

TONI MARC L. DARGANTES

Planning Office Date: JUL 0 5 2023

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Chairman, PWT

Date: JUL 0 6 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.