



Visayas State University
Office of the Head for Planning
Visca, Baybay City, 6521-A, Leyte, Philippines

6/3/11/24

209759



OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCR)

I, **TONI MARC L. DARGANTES**, Head of the Planning 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-December 2024**.

Approved:


TONI MARC L. DARGANTES
Head of Unit

Date: JUL 10 2024


MARCELO T. ABRERA JR.

Director for Planning and Infrastructure Development

Date: July 10, 2024

Head & Planning Officer	Planning Office	1
Job Order Administrative Staff	Planning Office	2

Rating Equivalents:


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									
MFO 1. Administrative and Support Services Management	PI 1. Efficient & customer-friendly frontline service	Planning Staff	zero complaint	NA					
	PI 2. Effectively acted Administrative/financial documents	Planning Staff	30	35	5	5	5	5	
	PI3. Personnel efficiently supervised and monitored	Head	2	2	5	5	4	5	
	PI4. Administrative & management meetings effectively chaired	Head	5	NA					


MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
	PI.5 ISO aligned documents for at least 1 core process.	Head, Planning Staff	1	2	5	5	5	5	
	PI.6. Number of Best practices/innovation implemented	Head	1	NA					
	<i>Average Rating</i>								
MFO 2. Planning Services	PI.2. Efficient Institutional Planning and Monitoring Services								
	* Number of Strategic Plan Monitoring Forms assessed, reviewed and consolidated	Head, Planning Staff	4	NA					for 4th Quarter
	* Number of Reports from Operational Plan Monitoring Forms generated/created	Head, Planning Staff	1	NA					for 4th Quarter
	* Number of Institutional Plan documents reviewed	Head	5	3	4	4	5	4.00	Special Risk Assessment
	* Number of Planning Workshops conducted and facilitated	Head, Planning Staff	2	NA					for 3rd to 4th Quarter
	* Number of Inventory of Plans of the University	Head, Planning Staff	3	3	5	4	5	5.00	
	* Number of Policy/Guidelines Created/Formulated/Maintained	Head	1	NA					Draft of LUDIP
	* Number Risk Identified, assessed, analyzed, and managed	TMDargantes, Risk Manager Staff	10	20	5	5	5	5.00	Special Risk Assessment
	* Number of Action Plans Assessed and Monitored for Effectiveness	TMDargantes, Planning Staff, Risk Manager Staff	70	215	5	5	5	5.00	
	PI 3. Number of OPCRs facilitated, evaluated and validated	Head, Planning Staff	50	148	5	5	5	5.00	
	* OPCR Evaluation and Monitoring	Head, Planning Staff	100%	1	4	5	5	5.00	
	* Number of OPCR consolidated reports created	Head, Planning Staff	1	1	5	5	5	5.00	
	* Efficient dissemination of OPCR Rating Results	Head, Planning Staff	100%	1	5	5	5	5.00	
	PI 4. Physical Planning Services								
	* Number of Project Proposals reviewed, consolidated and submitted to NEDA, RDC, BOR, CHED and DBM	Head, Planning Staff	25	27	5	5	5	5.00	
	* Number of List of Project Proposals Maintained	Head, Planning Staff	50	101	5	5	5	5.00	

MFOs/PAPs	Performance Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q	E	T	A	
	* Number of Development Plans Monitored and Evaluated	Head, Planning Staff	1	1	5	5	5	5.00	
	* Number of Budget/proposal Calls conducted	Head, Planning Staff	1	NA					for 3rd Quarter
	* Number of CARs, OFIs, NCs Addressed	Head, Planning Staff	2	1	5	5	5	5.00	
	PI 5. Percentage of the Land Use Development Plan (LUDIP) Facilitated for completion	Head, Planning Staff	100%	1	4	4	5	5.00	
	PI.6. Promptly provide data needed for VSU budget proposal	Head, Planning Staff	100%	1	5	5	5	5.00	
	<i>Average Rating</i>								
<i>Total Over-all Rating</i>									
<i>Average Rating</i>									
<i>Adjectival Rating</i>									<i>Outstanding</i>

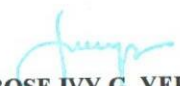
Received by:


TONI MARC L. DARGANTES
 Planning Office 7/10/24

Calibrated by:


ELWIN JAY V. YU *oxap 7/11/24*
 Chairman, PMT

Approved by:


PROSE IVY G. YEPES
 University President
09/06/24