OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **WARREN D. CORDETA** , Director of **PSHS - Central Visayas Campus**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 2017 to December 2017

WARREN D. CORDETA
Campus Director
Date.

Approved by: DR. LARRY L. CABATIC, Executive Director				Date:					
				5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor					
MFO/P/A/P	Success Indicators (Targets +Measures)	Allotted Budget	Division/ Indiv. Accountable	Actual Accomplishment	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
STRATEGIC PRIORITIES									
1. Quality Education Through Student Performance									
a. Provision of support to scholars	a. 512 scholars supported	13,358,800.00	CISD / FAD / SSD						
b. Participation of PSHS students in international events	b. 1 participation in international events	122,600.00	CISD / Teachers						
c. Recognition/winnings in international/national and local	d.1 winning/recognition gamered in international competition	300,000.00	CISD / Teachers						
	f. 1,500 average total scores scores of 60 % of students who took the scholastic Aptitude test reflected readiness for college in prestigious international schools.	20,000.00	CISD/ SSD						
	g. 5 winnings/recognition s in local & national competitions	1,218,325.00	CISD/ Teachers						
d. Performance in UPCAT	h. Belongs to top 20 UPCAT ranking among small schools	top 20							
2. Culture of Science through knowledge Development	a. 1 instructional material developed for all grade level	150,000.00	CISD/FAD						
a. Curriculum Development & implementation	b. 1 participation in the curriculum writeshop or assessment writeshop	150,000.00	CISD/SSD/FAD Teachers						
b. Conduct of Researches in support of teaching/learning (Professional Development &	c. 1 research conducted in support of	131,000.00	SST4 and SST5						

& Alternative learnng)	teaching/learning and utilization of research								
	output by at least 3 communities								
3. Growth and Expansion of Service Delivery									
a. Processing of application for the National Competitive Examination	a. 1,400 application for NCE received or processed	300,000.00	SSD						
	and 5 testing centers served								
b. Release of NCE results	b. Release of NCE results 5 days after the BOT	50,000.00	SSD						
	approval								
c. Quality of NCE administered	c. 85% of grade 7 scholars with GWA of 2.25 or better	1,000.00	CISD / Teachers						
	in the 2nd quarter								
4. Excellence in Governance through Streamlined Administration and PAPs Mgt.									
a. Formulation/update/development of system-wide policies, programs & standard to improve delivery of service	a. Participation in the Execom meeting for the formulation of policies	100,000.00	Director' Office/CISD/SSD						
b. Implementation of Policies/ Programs	b. 3 policies/program/standard formulated, updated and development of campus to improve delivery of service/student performance.	5,000.00	OCD/ManCom Director' Office/CISD/SSD						
c. Satisfaction rating of clients on Programs and Services	c. 85 % of student-clients rated the policies/ programs as satisfactory or better.	1,000.00	Director' Office/CISD/SSD						
d. Administration of Stipend	d.. Stipends and allowances released within 5 working days from release of NCA	10,000.00	FAD						
5. Promotion of Culture of Science in Various Communities									
a. Organization of Local/Nat'l Trainings for Students or Teachers	a.2 community outreach activities/projects organized/conducted (i.e. STEM-UP, south meets north, IP mentoring Tulong Dunong , Pakiglambigit) outreach sessions satisfactorily	133,720.00	STEM-UP Committee						
b. Partnerships with LGUs, Local Communities, Private Sector & Other S & T institutions	b.6 partnerships/linkages from LGU, Local Communities, Private Sector, and other S & T institutions for SIP have entered into	543,200.00	SIP Committee						
c. Sharing of Expertise to Community of Teachers/Learners	c. Shared expertise to at least 3 communities of teachers or learners.	20,000.00	CISD / Teachers						
6. Sustained Development of Competitive Development									
a. Attendance of personnel to responsive human resource development program through local/international trainings	a. 70% of employees availed of trainings 1 exposure trip/ capability training conducted.	1,232,400.00	CISD / SSD / FAD						
b. Accomplishment of Budgeted Programs/projects on Infrastructure/Facilities	b. 2 graduate degree attained by personnel for a respomnsive HRD program through newly acquired advanced degrees (M.S./ M.A/ Ph.D.)	2,000.00	FAD						
	c. 90 % accomplishment of budgeted programs/projects on infrastructure facilities.	151,234,000.00	BAC/ FAD						

	d. 50% of total no. of graduates tracked down	2,000.00	SSD - Guidance						
	entered in the annual database.								
	e. 70% of employees given an HRDP intervention satisfactorily	402,400.00	FAD/ AO V						
7. CORE FUNCTIONS:	to enhance their capability effectively by the 3rd quarter of 2017								
1. Academic & Instruction									
	a. 1 quality student-researches completed and submitted by	150,000.00	CISD/						
	May 2017.								
	b. 3 major school activities/programs		CISD/SSD/FAD						
	implemented (e.g.Foundation, Recognition, etc)								
	on the scheduled time								
	b.1. Foundation Day , English month , Acad fest , Sports Fest								
	b.2. Recognition Day								
	b.3. Card-Giving Days & other campus activities								
	b. 2 S & T promotional activities conducted re: Agri Fair before	200,000.00	CISD / Teachers						
	the end of December 2017.								
	a. Research Festival / Sci-Tech Fair before the end of Dec. 2017	60,000.00	CISD/Teachers						
	b .2. Humanities	50,000.00							
	c. 2 issues of school papers published	32,000.00	School Paper Advisers						
2. Homeroom Program	a. 1 group dynamics activity conducted	116,500.00	CISD / SSD						
	in coordination with the guidance counselor								
	b. conduct of field trip to social institutions &	65,100.00	CISD / SSD						
	industries (collaborative activity)								
SUPPORT FUNCTIONS									
1. Student Services	a. An orientation/freshmen field day for Grade 7	1,000.00	Guidance Counselor						
	students conducted before the start of classes in		SG Adviser						
	Aug. 2017								
	b. 100% of enrolled students assigned with	2,000.00	Guidance Counselor						
	assigned with sections and done before the end		Registrar						
	of July 2017.								
	c. 100% requests for certification/ T O Rs accomplished	1,000.00	Registrar/Guidance						
	accurately on time.		Cashier						
	d. 100% of students with problems (academic,	1,000.00	All teachers and						
	behavior, etc.) received interventions.		Guidance Counselors						
	e. 2 career guidance activities for Grades 11 & 12	143,600.00	Guidance Counselors						
	students conducted								
	f. 2 values enrichment activities/ recollection / conducted	310,800.00	VE teacher &						
	g. 100% of teachers performance monitored and evaluated		Guidance Unit						
	following the existing tools within the prescribed time.	1,000.00	CISD						
	h. 100% requests for laboratory assistance served without	3,000.00	SRA/Science Teachers						

	complaints and done within an hour before the experiments/l								
	laboratory work.								
	i. 10 laboratory materials/equipment completely								
	acquired before the end of Dec. 2017.	22,590,250.00	CISD/SSD/BAC						
	j. 3 health and wellness activities / programs	418,400.00	PEHM teacher/						
	conducted before the end of Dec. 2017.		Nurse-designate						
	k. 100% of students and employees with minor		Nurse						
	and major health problems attended to and								
	reported.	100,000.00	SSD/ FAD						
	l 100% of personnel's result of the annual medical	100,000.00	Nurse						
	examination reported								
	m. 100% of weekly monitoring of cleanliness of CRs		Nurse, Utility						
	in the acad. buildings, canteen and gymnasium								
	reported within the prescribed time								
	n. 20 titles of reference materials or textbooks acquired before		Librarian						
	the end of December 2017.								
	o. 3 kinds of newspapers and 8 magazines acquired.	50,000.00	Librarian						
	q. 3 kinds of newspapers, 4 magazines acquired	20,000.00	Library In Charge						
	s. 100% of magazines' articles indexed	5,000.00	Librarian						
	accurately/correctly before end of 2016								
	t. 100% requests for library assistance served	1,000.00	Librarian						
	without lapses & within 5 minutes after								
	after receipt of requests								
	u. 100% of student-dormers accommodated	1,000.00	Dorm Managers						
	and oriented properly								
	v. 100% of student-dormers with ailments	3,000.00	Dorm Managers						
	referred to the nurse or doctor for proper								
	attention.								
	w. 100% of the students actively participate in the	100,000.00	ALA advisers /SSD						
	alternative learning activities (ALA)								
	x. 100% of students actively categorized & reclassified correctly								
	and submitted or approval within the prescribed time.								
2. Supply and Property Management									
	a. 100% of request for procurement served completely and within the								
	prescribed time	10,000.00	Supply Officer/BAC						
	b. 100% requests for quotations/publications	200,000.00	Supply Officer/BAC						
	of biddings and award of contracts posted in								

	PhilGEPS without error and within the								
	prescribed time.								
	c. 100% of supplies and materials consumptions	2,000.00	Supply Officer/CISD/						
	reported accurately and		Nurse						
	within the prescribed time								
	d. 100% of delivered items inspected and reports	1,000.00	Property Officer/						
	submitted without error and within the day after receipt		Inspection Committee						
	e. 100% submission of list of property and	1,000.00	Various personnel						
	equipment for disposal completely and correctly								
	f. 2 inventory reports of properties of the school	300.00	Inventory Committee						
	submitted without error within the prescribed								
	time/coa deadline								
3. Financial Management Services	a. 95% submission of financial reports to various	100,000.00	FAD personnel						
	agencies (DBM, COA, OED and others) without								
	error and submitted within the prescribed time.								
	b. 100% salaries of personnel released on time & without error .	2,400.00	Cashier						
	c. 100% of collections deposited on prescribed	5,000.00	Cashier						
	time and without error.								
	d. 95% paid vouchers submitted to the auditor		Accountant						
	within the prescribed time and without lapses								
	e. 95% issued checks disbursed without lapses and	2,000.00	Cashier						
	within the prescribed time.								
	f. 100% submission of a complete and realistic	2,000.00	Budget Officer						
	budget proposal and submitted within the								
	prescribed period.								
	g. A realistic expenditure program submitted	1,000.00	Budget Officer						
	before the end of a quarter of the year.								
	h. 100% preparation of requests for obligation	1,000.00	Budget Officer						
	acted upon without lapses and done within the								
	precribed time.								
	i. 100% updated Registry of Allotments and	1,000.00	Budget Officer						
	Obligations of various expenses without error								
	and done within 5 days after the end of the								
	month.								
4. Personnel services	a. 100% of approved positions issued with	2,000.00	Admin. Officer						
	appointments without error and submitted								
	to the CSC for appropriate action within the								
	prescribed time.								
	b. 100% of vacant positions published accurately	1,000.00	Admin. Officer						
	and done within the prescribed time								

	c. 100% of personnels' leave cards updated	2,000.00	Admin. Officer						
	correctly and done within the prescribed time.								
	d. 100% of new personnel enrolled in the various	1,000.00	Admin. Officer						
	agencies without error and done within the								
	prescribed time.								
5. Maintenance services	a. 95% of equipment in the various offices	105,000.00	Various personnel						
	regularly maintained, made functional								
	b. 95% of facilities regularly maintained	2,104,000.00	FAD personnel						
6. Other services	a. 100% requests for services attended to on time	2,000.00	Utility Workers						
	and without lapses								
	b. 100% requests for certification attended to on	1,500.00	Registrar/Admin. Officer						
	time and without error.								
	c. 95% of internal, external and outgoing docu-	5,000.00	Secretary and various						
	ments recorded released and filed accurately.		personnel						
	d. 95% of needs and concerns in the Director's	25,000.00	Secretary to C.D.						
	Office attended to on time.								
	e, 100% submission of accomplished Individual DTR without	2,000.00	All personnel						
	error and submitted within the prescribed time.								
	f. 100% submission of Accomplishment Reports	1,000.00	All personnel						
	following the prescribed format and submitted								
	within the prescribed time								
	g. 100% submission of IPCR and other reports	1,000.00	All personnel						
	correctlyand accurately and submitted within								
	the prescribed time.								
	h. 5 development programs conducted and	350,000.00	Different Committees						
	implemented (e.g. GAD, etc.)								

AVERAGE RATING	1. Quality Education Through Student Performance							
Strategic Priority	2. Culture of Science Through Knowledge Devt							
	3. Growth and Expansion of Service Delivery							
	4. Excellence in Governance through							
	Streamlined Administration and PAPs Mgt							
	5. Promotion of Culture of Science in various							
	communities							
	6. Sustained Development of Competitive Resources							
	7. Nurtured Ties with PSHS Alumni							
Core Functions	1. Academic and Instruction							
	2. Homeroom							
	3. ALA / Clubs							
Support Functions	1. Student Services							
	2. Property and Supply Management Services							
	3. Financial Management Services							
	4. Personnel Services							
	5. Maintenance Services							
	6. Other Services							
OTHER FUNCTIONS								
Total Overall Rating								
Final Average Rating								
Adjectival Rating								
Assessed By:			Final Rating by:			Date		
Planning Office : Date:	Project Management Team		Date	DR. LARRY L. CABATIC Head of Agency				

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