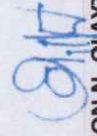


## Office Performance Commitment and Review (OPCR)

I, **JAYSON N. OLAYTA**, Director of **OFFICE OF THE STUDENT AFFAIRS AND SERVICES** of LAGUNA STATE POLYTECHNIC UNIVERSITY, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of **JULY-DECEMBER, 2021**

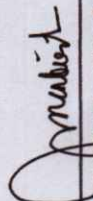
  
**JAYSON N. OLAYTA, MRD**  
 Director, OSAS

REVIEWED BY:

APPROVED BY:

DATE:

DATE:

  
**ENGR. JOSEPH M. CABIENTE**  
 Campus Director

  
**MARIO R. BRIONES, Ed. D.**  
 University President

Functions	Organizational Outcome	Success Indicators	Activity/ies	Allotted Budget	Person/s Accountable	Actual Accomplishments / Expenses	RATING				Remarks
		(Targets + Measures)					Q	E	T	A	
STRATEGIC FUNCTIONS: 90%											
STUDENT WELFARE SERVICES	Relevant and Quality tertiary education ensured to achieve inclusive growth and access of deserving but	INFORMATION AND ORIENTATION SERVICES									
		At least 50% of student population attended both University and campus wide orientation with at least 4.0 satisfaction rating.	University and campus wide Orientation 2 weeks after the opening of Classes.	100,000.00 (Campus share)	OSAS, Information and Orientation Services & SSC	3,867 students in attendance for Campus wide Orientation with 4.08 satisfaction rating	4	4	4	4	56.15% attendance



poor student to quality tertiary education increased (Basic services and programs needed to ensure and promote the well-being of students.)	Distribute at least 1000 printed materials (flyers, brochures and other information materials) & 1 electronic copy posted in FB Page to at least 50% of student population.	1. Develop and distribute OSAS flyers, brochures and other information materials. 2. Information campaigns thru offline and online platforms	100,000.00 (Campus share)	OSAS, Information and Orientation Services & SSC	1,100 printed materials distributed 282 IMS poste in FB page	5	4	4	4	Met
	<b>GUIDANCE AND COUNSELING SERVICES</b>									
	Develop and conducted at least (1) one program/activity for all students, faculty and staff with at least 4.0 satisfaction rating.	1. Planned programs that will meet the needs of the students during the time of pandemic. 2. Utilize available platforms to reach the students with needs particularly in guidance and counseling. 3. Regular conduct of service satisfaction rating and clientele satisfaction rating to ensure the effectiveness and efficiency of program.	150,000.00 (Campus share)	OSAS, Guidance and Counseling Unit, GAD	1 activity conducted 4.57 satisfaction rating	5	5	4	4	
	At least 5 individual or one (1) group of students seek guidance and counseling services.	1. Developing online scheme such as teleconferencing, tele-counseling and online guidance hotline with confidentiality. 2. Regular monitoring of students with counseling concerns. 3. Coordinate with the colleges in relation to guidance and counseling		Guidance office	58 individual seek for guidance & counseling services	5	5	5	5	Data were confidentially kept in the office of the Guidance Counselor







		Conduct at least one (1) Online program/activity related to Student Economic Enterprise Development with at least 4.0 satisfaction rating	1. Develop well-planned program to ensure the economic status of the students in the time of pandemic. 2. Coordinate with possible partner agency.institution in conducting the EED projects/program of the office.	30,000.00 (Campus Share)	BAO, OSAS, Information Unit	0 conducted activity	-	-	-	-	*no designated coordinator *plan for EED for students is on process for development
		<b>STUDENT HANDBOOK DEVELOPMENT</b>									
		Atleast 50% of enrolled students and university stakeholders provided a copy of student handbook	1. Develop/Update the Student handbook to adapt in flexible delivery of services with legal mandates from higher authority. 2. Provide in accessible formats for dissemination, information and guidance of the students and university stakeholders.		Student Affairs and Services, Student Council/Government Coordinator, Students Organizations & Activities	Distributed 1,500 student handbook and reached 4,446 individuals thru online orientation on the school policies	4	5	4	4	*1,500 were distributed due to its availability of student handbook in the office. However, to reach many of the stakeholders it was disseminated through online orientation.
	Community engagement	<b>STUDENT ORGANIZATION AND ACTIVITIES</b>									



STUDENT DEVELOPMENT PROGRAMS	increase. (Services and programs intentionally designed to provide opportunities for student formation and discipline in the context of 21st century)	Recognize at least 10 student organizations.	1. Posting of schedule of renewal and recognition of student organization with pertinent accomplishment report from the previous school year. 2. Require student organizations comply with the requirements via online platform such as email or google drive. 3. Screen and evaluate existing and new student organizations. 4. Issuance of certificate of recognition.		Student Affairs and Services, Student Council/Government Coordinator, Students Organizations & Activities	10 students organizations were accredited	4	4	4		
	Conduct at least one (1) online activity such as webinar, meetings, and other pertinent activity to ensure the effectiveness and efficiency of the services to the studentry.		1. Plan, implement and monitor SBO and club activities. 2. Create relevant activities that will help SBOs and Clubs functional.		Student Affairs and Services, Student Council/Government Coordinator, Students Organizations & Activities	1 meeting conducted	4	4	4	4	Met
	At least 5 student organization activities monitored and supervised		1. Regulate and control non-academic student activities 2. Evaluate student /organization activities and regulations 3. Submit result of evaluation		Student Affairs and Services, Student Council/Government Coordinator, Students Organizations & Activities	5 organizations were monitored	4	4	5	4	Met
	LEADERSHIP TRAINING										



		At least one (1) leadership training conducted & attended with at 30% of the population with satisfaction rating of 80% (4.0).	1. Conduct programs and opportunities to develop and enhance leadership effectiveness of the students. 2. Outsource linkages to tie-up leadership programs in local and national organizations.	Student Affairs and Services, Student Council/Government Coordinator, Students Organizations & Activities	1 leadership training hosted by SBOs with 4.02 satisfaction rating	5	5	5	5	
		<b>STUDENT COUNCIL/GOVERNMENT</b>								
		At least 2 activities conducted with 80% satisfaction rating from the students/participants.	1. Monitoring of different organizations activities. 2. Conduct activities in relation to student opportunities and development. 3. Conduct yearly Foundation Anniversary of the University	OSAS, Student Council/Government	4 activities undertaken with 4.34 satisfaction rating	5	5	5	5	
		<b>STUDENT DISCIPLINE</b>								
		At least one (1) case settled per semester	1. Lead in the student discipline process based on the mandated rules and regulations as prescribed sanction for student misconduct. 2. Conduct orientation to address student grievance mechanism	Student Affairs and Services Student Discipline Committee Guidance Counselor	No case filled in the office	4	4	4	4	
		<b>STUDENT PUBLICATION</b>								



INSTITUTIONAL STUDENT DEVELOPMENT AND SERVICES	Services to the Community (Services and Programs designed to proactively respond to the basic health, food, shelter	No. of published newspaper/magazines. (Atleast 1 printed newspaper/journal/magazine, newsletter per sem	development of news articles. Distribution to students thru online or printed copy	The Baybay Grannary	21 articles published in TBG Facebook page	5	5	5	5	
		At least one (1) Training Workshop and press conference attended	Attendace to trainings and workshop related to campus journalism.	The Baybay Grannary	1 training (national) attended as endorsed by the OSAS	4	5	5	4	
		Atleast 50% of enrolled students provided a copy of newsletter , magazine per sem.	Distribute via printed and/or online platform the copy of newsletter developed.	The Baybay Grannary	3,765 students were reached the newsletters	5	5	5	5	54.66% were reached
		ADMISSION SERVICES								
		Accommodate at least 2000 applicants from various high schools in the province and nearby provinces.	Facilitate the online application of prospective students. Posting of announcements of admission requirements and schedule.	Guidance Office & Registrars Office	Accommodated 5,900 student applicants coming from different high schools	5	5	5	5	



and safety concerns of all types of students)	Admit at least 1000 students and a 5% increase from the previous enrollment incurred during the last semester.	Facilitate and approved application after the complete process undertaken.		Guidance Office & Registrars Office	Admitted 2,394 students under different programs	5	5	5	5	
	<b>SCHOLARSHIP AND FINANCIAL ASSISTANCE</b>									
	Prepare and submit one (1) scholarship report forty (40) days after enrollment	1. Supervision of Scholars Application to different sponsors/agencies 2. Preparing and Submitting reports to different scholarship sponsors		Student Affairs and Services Scholarship and Financial Assistance	Submitted one (1) report, 40 days after enrollment	5	5	5	5	Met
	1,000 scholars and grantees monitored	3. Meeting, Coordinating the different scholarship sponsors and agencies. 4. Monitoring and evaluation of grantees status and performance. 5. Provide programs and activities relevant to their needs.		Student Affairs and Services Scholarship and Financial Assistance	Monitored 1,938 scholars and grantees	5	5	5	5	
	Conduct atleast 1 activity per sem	6. Provide information dissemination both online and offline. 7. Closed supervision of release and preparation liquidation of scholarship grants.		Student Affairs and Services Scholarship and Financial Assistance	11 activities conducted	5	5	5	5	
<b>FOOD SERVICES</b>										







	Conduct of safety and security online and/or physical drill within the university following the minimum health standard with at least 4.0 satisfaction rating of attendees.	1. Plan and implement safety and awareness program particularly on disaster management.		OSAS, Safety and Security Services Unit, Guidance Office & University DRRMO	No Activities undertaken due to pandemic	-	-	-	-	
<b>STUDENT HOUSING AND RESIDENTIAL SERVICES</b>										
	Monitored at least 5 student housing within the vicinity of the university.	1. Secure guidelines on the recognition of student housing. 2. Conduct ocular visit to the student housing following the minimum health standard. 3. Coordinate with respective institution in the conduct of dorm sanitation. 4. Provision of relevant information in accessing the dorm if the situation back to normal.	N/A due to pandemic	OSAS, Housing and Residential Unit	N/A due to pandemic	-	-	-	-	Housing facilities outside the university is closed due to pandemic
<b>MULTI-FAITH SERVICES</b>										



		Conduct one (1) virtual program/activity designed to meet the needs of students in religious/spiritual aspect with at least 4.0 satisfaction rating.	1. Plan and implement religious activity that will help both students and staff reflect to what situation the university experience. 2. secure forms and other pertinent documents that will support the activity. 3. Coordinate with other organizations or associations in the conduct of religious activity.	OSAS, Multi-faith services unit, FA & NTEA	Conducted one (1) Virtual Thanks Giving Mass with 4.48 satisfaction rating	5	4	5	4	
<b>SERVICES TO SPECIAL NEEDS</b>										
	Craft one (1) guideline/internal policy for various group with special needs	1. Convene the technical working group in crafting the internal policy in the delivery of services to individual or group with special needs. 2. Deliberate and present the services for each type of special needs. 3. Seek for the approval of the administrative council and BOR.	40,000.00 (Campus Share)	OSAS, GAD, Services for Students with Special Needs Unit	On-going for development of policy	4	4	4	4	
<b>CULTURAL AND ARTS PROGRAMS</b>										



		Conduct at least one (1) virtual cultural and arts activity within the semester with a rating of 4.0 satisfaction by the participants.	Facilitated and enjoined the cultural activities of the university.		Socio-Cultural Affairs	Conducted one (1) virtual activity with 4.05 satisfaction rating	5	4	4	5	University wide participation to cultural competition, christmas vocal ensemble, and the related programs
		Conduct at least one (1) training for student artists.	Development/enhancing capabilities of students in arts and culture.		Socio-Cultural Affairs	0 attendance to training for students artists	4	4	4	4	
		Attended at least one (1) training related to culture and arts either in local, regional and national level.	Attendance to local, national and international cultural/historical celebrations.		Socio-Cultural Affairs	1 training attended thru LSPU SPCC	5	5	5	5	
		<b>SPORTS DEVELOPMENT PROGRAM</b>									
		Conduct at least one (1) individualized physical fitness program through online platforms with the satisfaction rating of 4.0.	Implement the physical fitness program for LSPU community.		Sports Development Unit	Conducted one (1) activity thru online platform	5	5	5	5	LSPU Hataw @ 69: A virtual Zumba and Aerobic exercise



SOCIAL AND COMMUNITY INVOLVEMENT PROGRAMS									
	Conduct at least one (1) online community-based program related to student development.	Involvement in community outreach programs. Contribute to community upliftment both in social and economic aspects.		Social and Community Involvement Programs	Enjoins the LGU Siniloan's Tree Planting activity as part of the university's commitment to community development	4	4	4	4
SUPPORT FUNCTIONS: 10%									
	Conduct of Clientele Satisfaction Survey every semester with 4.0 satisfaction rating	Develop mechanism on evaluation of clientele satisfaction on the services provided by the office as basis for the continual improvement.		All OSAS units	The Office got 4.03 satisfaction rating on the services provided	5	5	5	5
	Prepared and submitted quarterly reports from various units	Prepared and consolidated all necessary data for office utilization.		All OSAS units	Umbrella units of OSAS submitted quarterly reports for consolidation except housing and residential unit, safety and security unit due to covid restrictions	4	4	4	4
	Accomplishment Report, collected, prepared, submitted (Quarterly/Annually as per Requested)	To consolidate the office reports as basis for evaluation.		All OSAS units	Prepared 1 Annual report, 4 quarterly report	5	5	5	5

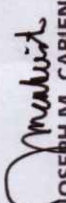
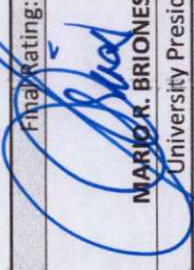


	Conducted and Attended at least three (3) meetings	To contribute and share ideas for the provision of quality services to the university's stakeholders.	All OSAS units	37 meetings conducted and attended	5	5	5	5	
	10 announcements posted offline and online platforms	To inform the students on the trends and most reliable information pertaining to students' services and other related matters.	All OSAS units	18 announcements posted at the OSAS Official FB Page	5	5	5	5	
	At least one (1) research for SAS conducted	To identify the strong and weak points of the office for more excellent programs provided to the students.	All OSAS units	On-going for data collection	4	4	4	4	

Average Rating:

Category	OOS	Rating	Adjectival
Strategic Objectives	4.56	4.104	
Support Functions	4.67	0.476	
Total Overall Rating	9.23	4.58	
Final Average Rating			
Adjectival Rating			



Assessed by:	Date	Final Rating:	Date
 <b>ENGR. JOSEPH M. CABIENTE</b> Campus Director		 <b>MARIO R. BRIONES, Ed.D</b> University President	