

Office Performance Commitment and Review (OPCR)

I, _____, _____ 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 **Rating Period**

REVIEWED BY:

APPROVED BY:

Director/Chairperson, OSAS

	DATE:		DATE:
Campus Director		MARIO R. BRIONES, Ed. D. University President	

RATING SCALE
5– Outstanding
4 – Very Satisfactory
3 – Satisfactory
2 - Unsatisfactory
1 - Poor

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%											
		INFORMATION AND OREINTATION SERVICES									
		Atleast 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						
		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						
		GUIDANCE AND COUNSELING SERVICES									

STUDENT WELFARE SERVICES

Relevant and Quality tertiary education ensured to achieve inclusive growth and access of deserving but poor student to quality tertiary education increased (Basic services and programs needed to ensure and promote the well-being of students.)

Develop and conducted atleast (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						
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 programs for the students.		guidance office						
CAREER AND JOB PLACEMENT SERVICES									
Conduct at least one (1) Online Job Orientation and/or one (1) Online Job Fair with at least 4.0 satisfaction rating	1. Developed a well-planned online job orientation and/or job fair within the semester to ensure the placement of the graduating students in both public and private institutions. 2. Coordinate with partner		Alumni Office, OSAS						
ECONOMIC ENTERPRISE DEVELOPMENT									
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						

STUDENT DEVELOPMENT	Community engagement increase. (Services and programs intentionally	STUDENT HANDBOOK DEVELOPMENT									
		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						
		STUDENT ORGANIZATION AND ACTIVITIES									
		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						
		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 studntry.	1. Plan, implement and monitor SBO and club activities. 2. Create relevant activities that will help SBOs and Clubs fuctional.		Student Affairs and Services, Student Council/Government Coordinator, Students Organizations & Activities						
		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						
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						

PROGRAMS	designed to provide opportunities for student formation and discipline in the context of 21st century)	STUDENT COUNCIL/GOVERNMENT									
		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 Anniversity of the University		OSAS, Student Council/Government						
		STUDENT DISCIPLINE									
		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						
		STUDENT PUBLICATION									
		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						
		At least one (1) Training Worksshop and press conference attended	Attendace to trainings and workshop related to campus journalism.		The Baybay Grannary						
		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						
		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						

Admit at least 1000 students and a 5% increase from the previous enrolment incurred during the last semester.	Facilitate and approved application after the complete process undertaken.		Guidance Office & Registrars Office						
SCHOLARSHIP AND FINANCIAL ASSISTANCE									
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						
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						
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						
FOOD SERVICES									
Accomplish at least 5 Evaluation and Monitoring of Food Establishments	Not Applicable due to Pandemic		Health Unit & Food Services Unit						
HEALTH SERVICES									
Conduct at least one (1) online health program/activity such as webinar with at least 4.0 satisfaction rating.	1. Plan, implement and monitor the activity.		OSAS, Clinic						

**INSTITUTIONAL STUDENT
DEVELOPMENT AND SERVICES**

Services to the Community (Services
and Programs designed to
proactively respond to the basic
health, food, shelter and safety
concerns of all types of students)

Assist at least 500 students who seek medical assistance through online or tele-consultation.	1. Posting of LSPU Medical Hotline (both FB pag or phone number) 2. Secure forms and copy of prescription. 3. Record all transactions including basic data 3. Prepared matrix of consultation		OSAS, Clinic						
100% sanitation program & secure water analysis certification for effective and efficient services	1. Conduct inspection and sanitation activities every week to avoid contagious & communicable disease. 2. Record and submit reports to respective office pertaining to the activities.		OSAS, Clinic						
SAFETY AND SECURITY SERVICES									
Conduct of safety and security online and/or physical drill within the university following the minimum health standard with atleast 4.0 satisfaction rating of attendees.	1. Plan and implement safety anf warness program particularly on disaster management.		OSAS, Safety and Security Services Unit, Guidance Office & Universiy DRRMO						
STUDENT HOUSING AND RESIDENTIAL SERVICES									
Monitored at least 5 student housing within the vicinity of the university.	1. Secure guidelines on the recognition of student housing. 2. Conduct occular 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						
MULTI-FAITH SERVICES									
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 eperience. 2. secure forms and other pertinent documents that will suppor the activity. 3. Coordinate with other organizations or associations in the conduct of religious activity.		OSAS, Multi-faith services unit, FA & NTEA						
SERVICES TO SPECIAL NEEDS									

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						
		Prepared and submitted quarterly reports from various units	Prepared and consolidated all necessary data for office utilization.		All OSAS units						
		Accomplishment Report, collected, prepared, submitted (Quarterly/Annually as per Requested)	To consolidate the office reports as basis for evaluation.		All OSAS units						
		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						
		10 announcement posted offline and online platforms	To inform the students on the trends and most reliable information pertaining to students services ans other related matters.		All OSAS units						
		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						

Average Rating:

Category	Oos	Rating	Adjectival
Strategic Objectives			
Support Functions			
Total Overall Rating			
Final AverageRating			

Adjectival Rating			
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Assessed by:	Date	Final Rating:	Date
		MARIO R. BRIONES, Ed.D	
Campus Director		University President	

