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| **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**  *Director/Chairperson, OSAS*  REVIEWED BY: APPROVED BY: | | | | | | | | | | | | |
|  | | | 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** | | | |  |  |  |  |  |  | |

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| 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. Regualr 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 invidual 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. Regualr monitoring of students with couseling concenrs. 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.   1. 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 ratiing | 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 coducting the EED projects/program of the office. | 30,000.00  (Campus Share) | BAO, OSAS, Information Unit |  |  |  |  |  |  |

# 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.)

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|  |  | **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 DEVELOPMENT** | Community engagement increase. (Services and programs intentionally | **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. Outsourse linkages to tie-up leadership programs in local and national organizations. |  | Student Affairs and Services, Student  Council/Government Coordinator, Students Organizations & Activities |  |  |  |  |  |  |

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| **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.   1. Conduct activities in relation to student opportunities and development. 2. 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 Couselor |  |  |  |  |  |  |
| **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 |  |  |  |  |  |  |

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| Admit at least 1000 students and a 5% increase from the previous enrollemnt incurrred 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 3. Meeting, Coordinating the different scholarship sponsors and agencies. 4.   Monitoring and evaluation of grantees status and performance.   1. Provide programs and activities relevant to their needs. 2. 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 |  |  |  |  |  |  |
| 1,000 scholars and grantees monitored |  | Student Affairs and Services  Scholarship and Financial Assistance |  |  |  |  |  |  |
| Conduct atleast 1 activity per sem |  | 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, impelement at monitor the activity. |  | OSAS, Clinic |  |  |  |  |  |  |

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| 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.   1. 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** | | | |  |  |  |  |  |  |

# 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)

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|  |  | 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 |  |  |  |  |  |  |
| **CULTURAL AND ARTS PROGRAMS** | | | |  |  |  |  |  |  |
| 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 enjined the cultural activities of the university. |  | Socio-Cultural Affairs |  |  |  |  |  |  |
| Conduct at least one (1) training for student artists. | Development/enhanceing capabilities of students in arts and culture. |  | Socio-Cultural Affairs |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |
| **SPORTS DEVELOPMENT PROGRAM** | | | |  |  |  |  |  |  |
| Concduct 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 |  |  |  |  |  |  |
| **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 aspetcs. |  | Social and Community Involvement Programs |  |  |  |  |  |  |
| **SUPPORT FUNCTIONS: 10%** | | | | | | | | | | | |

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|  |  | Conduct of Clientele Satisfaction Survey every semester with 4.0 satiscfaction rating | Develop mechanism on evaluation of clientele satisfaction on the services provided by the office as basis for the continual imporvement. |  | All OSAS units |  |  |  |  |  |  |
|  |  | Prepared and submitted quarterly reports from various units | Prepared and consilidated 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:

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| **Category** | **Oos** | **Rating** | **Adjectival** |
| Strategic Objectives |  |  |  |
| Support Functions |  |  |  |
| Total Overall Rating |  |  |  |
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| Assessed by: | Date | Final Rating: | Date |
|  |  | **MARIO R. BRIONES, Ed.D** |  |
| Campus Director | University President |