



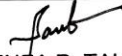
Republic of the Philippines  
**JOSE RIZAL MEMORIAL STATE UNIVERSITY**  
*The Premier University in Zamboanga del Norte*  
 Dipolog Camus, Dipolog City  
**OFFICE OF THE REGISTRAR**  
**OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)**



Registration No. 55Q13206

I, VICTORIA B. CAÑONEO, Head of the OFFICE OF THE REGISTRAR, 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 2015 to DECEMBER, 2015.

FELIPE A. PIALAGO, Ed.D.  
 College Dean/Head of Unit/Section  
 Date: December 29, 2015

Reviewed by:	Date	Approved by:	Date
 NENFA R. TAUB Ed. D. Campus Administrator		EDGAR S. BALBUENA, Ed.D. University President	

Outstanding	5
Very Satisfactory	4
Satisfactory	3
Unsatisfactory	2
Poor	1

MFO/PAP	SUCCESS INDICATOR (Targets + Measures)	Divisions/Individuals Accountable	Actual Accomplish- ments	Rating				Remarks
				Q	E	T	A	
Strategy Priority								
Percentage of students and personnel who rated the non-academic services (e.g. library services, registrar, cashier, medical/dental services, guidance services, ICT services, etc) as good or better.	90% of students and personnel who rated the non-academic services (e.g. library services, registrar, cashier, medical/dental services, guidance services, ICT services, etc) as good or better 1 month after every end of the semester.	Admission In-charge, Records In-charge, Evaluators, EDP In-charge, Registrar, all staff in the Registrars office						
Support Functions								
PRE-REGISTRATION	2 weeks before the enrolment period upon satisfying all the needed forms for enrolment	CHEREY ANN D. INTIC MARIA LIZA G. CAGBABANUA						
ADMISSION	5 min upon receipt of complete requirements	JIFTHY V. VELASCO JIRALYN A. CABALLERO CHEREY ANN D. INTIC						
REGISTRATION	1 hour and 6 min (without exam); 1 hour and 56 min (with exam)	MARIA LIZA G. CAGBABANUA EMMA D. ELOPRE, JIFTHY V. VELASCO, JIRALYN A. CABALLERO						

POST REGISTRATION	1 month after enrollment under normal operation	MARIA LIZA G. CAGBABANUA EMMA D. ELOPRE JIFTHY V. VELASCO JIRALYN A. CABALLERO							
FILING, SORTING AND ARRANGEMENT OF STUDENTS RECORDS	1 week after post registration under normal operation	MARIA LIZA G. CAGBABANUA EMMA D. ELOPRE JIFTHY V. VELASCO JIRALYN A. CABALLERO							
STUDENT RECORDS PREPARATION/ENCODING OF RECORDS	Duration of 3 months after filing, sorting and arrangement of students records of every semester	MARIA LIZA G. CAGBABANUA EMMA D. ELOPRE JIFTHY V. VELASCO JIRALYN A. CABALLERO							
POSTING, ENCODING AND UPDATING OF GRADES	Duration of 3 months after filing, sorting and arrangement of students records of every semester	MARIA LIZA G. CAGBABANUA EMMA D. ELOPRE JIFTHY V. VELASCO JIRALYN A. CABALLERO							
EVALUATION	Duration of 3 months after posting, encoding and updating of grades of every semester	MARIA LIZA G. CAGBABANUA EMMA D. ELOPRE JIFTHY V. VELASCO JIRALYN A. CABALLERO							
GRADUATION	Duration of 3 months after evaluation and updating of grades of every semester	VICTORIA B. CAÑONEO RYAN M. RICONALLA							
PREPARATION AND ISSUANCE OF REQUESTED ACADEMIC RECORDS	Whole year round upon presentation of complete requirements for release of students records.	RYAN M. RICONALLA MARIA LIZA G. CAGBABANUA EMMA D. ELOPRE JIFTHY V. VELASCO JIRALYN A. CABALLERO VICTORIA B. CAÑONEO							
Average Rating									
Total Overall Rating									
Final Average Rating									
Adjectival Rating									
Assessed by:			Final Rating by:		Date:				
	Date	Date							
Campus Planning Office		Campus PMT	Campus Administrator						

Legend: 1 – Quantity    2 – Efficiency    3 – Timeliness    4 – Average