



Republic of the Philippines  
**DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY**  
 Bacolor, Pampanga



**HIGHLIGHTS OF ACCOMPLISHMENTS/ PERFORMANCE AND FINANCIAL REPORTS**  
**vis-à-vis Targets**  
**FYs 2016 and 1<sup>st</sup> Semester of 2017**

College/ Office: Office of Admissions

<b>NARRATIVE AND FINANCIAL TARGETS</b>		<b>HIGHLIGHTS OF THE ACCOMPLISHMENTS/ PERFORMANCE (PPA)</b> <b><u>BASED ON TARGETS ( based on Column 1 )</u></b>	<b>FINANCIAL REPORT ( ACTUAL)</b> <b><u>Based on Column 2</u></b>
Column 1		Column 2	Column 3
<b><u>PROGRAM/ PROJECT/ ACTIVITY (PPA)</u></b>	<b><u>AMOUNT</u></b>		
<b>A. FY 2016</b>			
1. Printing of admission forms	Php 350.00/ ream	1. Printed 30 reams of Admission forms	Php 10,500.00
2. Printing of NCAE answer sheets	350.00/ ream	2. Printed seven (7) reams of NCAE questionnaire	2,450.00
3. Printing of fliers	350.00/ ream	3. Printed eight (8) reams of fliers	2,800.00
4. Administering NCAE	350.00/ ream	4. Administered NCAE in all campuses as scheduled	
5. Profiling of students	100.00/ bottle	5. Profiled the results of the NCAE	1,000.00
<b>B. First Semester of 2017 (January 01, 2017-June 30, 2017)</b>			
1. Revision of the Office Manual	30, 000.00	1. Revised the Office Manual content	30,000.00
2. Crafting of the Logo	10,000.00	2. Crafted the logo of the unit/ office	10,000.00

3. Printing of promotional materials such as tarpaulins, brochures, pamphlets, etc.	15,000.00	3. Initiated the printing of promotional materials such as tarpaulins, brochures, pamphlets, etc.	15,000.00
4. Implementation of Policies in the Admission of Graduate School, LHS, SHS, Freshmen, Shifters and Transferees	10,000.00	4. Implemented the policies in the admission of Graduate School, SHS, LHS, Freshmen, Shifters and Transferees	10,000.00
5. Compliance of the office to 5S	15,000.00	5. Complied 80% to the 5s requirements	15,000.00
6. Improvement of the office	10,000.00	6. Initiated the installation of cover for the wiring	10,000.00
7. Printing of Admission Forms	350.00/ ream	7. Printed additional 30 reams of admission/ application forms	10,500.00
8. Issuance of forms to walk-in freshmen applicants	350.00/ ream	8. Issued forms to the walk-in applicants	5,250.00
9. Registration of applicants	350.00/ ream	9. Registered all applicants who went to the office	5,250.00
10. Career orientation upon the need		10. Provided career orientation to freshmen applicants	
11. Initial interview of applicants		11. Conducted initial interview to applicants	
12. Administer NCAE when needed		12. Administered and checked the NCAE	
13. Sorting of files		13. Sorted the files accordingly	
14. Encoding and profiling		14. Encoded and profiled the applicants' documents	
			<b>TOTAL: Php 127, 750.00</b>

**PREPARED BY:**

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**APPROVED:**

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SUC President III