

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, QUEEN-EVER Y. ATUPAN, Head of the CASH DIVISION commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of JANUARY 1 to DECEMBER 31, 2022.

Approval:

QUEEN-EVER Y. ATUPAN
Head of Unit

RYSAN C. GUINOCOR
OIC, Director for Administration

Personnel	Position	Number
Head	Sup. Admin. Officer	1
Permanent Staff	Admin. Officer I	1
Permanent Staff	Admin. Aide VI	2
Permanent Staff	Admin. Aide IV	3
Casual Staff	Admin. Aide III	2
Job Order Contract	Admin. Aide I	3
Total		12

Rating Equivalent:

- 5 - Outstanding
- 4 - Very Satisfactory
- 3 - Satisfactory
- 2 - Fair
- 1 - Poor

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating				REMARKS
							Q1	E2	T3	A4	
UGAS5. SUPPORT TO OPERATIONS											
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS											
ODAS/HRM STO 1:	ISO 9001:2015 aligned documents and compliant processes	PL1. Percentage of clients served rated the services received at least very satisfactory or higher	All Cash office staff	95% of clients rated services as very satisfactory or higher							