

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

"Exhibit A"

I, **QUEEN-EVER Y. ATUPAN**, Head of the Office of the Cashier 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, 2023.

Approval:

**QUEEN-EVER Y. ATUPAN**  
Head of Unit

**RYSAN C. GUINOCOR**  
Director for Administrative Services

Rating Equivalent:

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

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	1
Job Order Contract	Admin. Aide I	4
Total		12

No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Percentage Accomplishment	Rating	REMARKS
UGASS. SUPPORT TO OPERATIONS								
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS								
ODAS/HRM STO 1:	ISO 9001:2015 aligned documents and compliant processes	PI 1. 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				