

"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

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 JUNE 30, 2022**.


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

Approval:

RYSAN C. GUINOCOR
Director for Administrative Services

Personnel	Position	Number
Head	Sup. Admin. Officer	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	4
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	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	100% of clients rated services as very satisfactory or higher	100%	5	5	5	5.00	
		PI. 2 Number of administrative processes implemented in accordance with existing approved quality procedures	All Cash personnel	3 processes implemented according to QP	3 processes implemented according to QP	100%	5	5	5	5.00	
		PI. 3 Number of Reports submitted to COA	All Cash personnel	100 COA reports	143 COA Reports	143%	5	5	4	4.67	