

3/17

"Exhibit A"

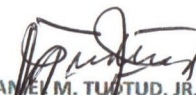
## OFFICE PERFORMANCE COMMITMENT &amp; REVIEW FORM (OPCR)

I, VELMA P. BONTUYAN, Head of the VSU Manila Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December, 2017.

  
**VELMA P. BONTUYAN**  
 Head of Unit

Date: \_\_\_\_\_

Approved:

  
**DANIEL M. TUGTUD, JR.**  
 Supervisor  
 Date: \_\_\_\_\_

MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					S	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Efficient & customer friendly frontline service	Zero percent complaint from client	Bontuyan, Aureo, Rabanos, Joya	95%	100%		5	5	5	
Management Services	No. of hrs. linkages, networking facilitated	Bontuyan, Aureo	320	451	5	5	5	5	
Administrative & Financial services	100% of Reports of Income, Reimbursement, Replenishment, Liquidation, travel documents and other communications	Aureo, Bontuyan, Joya	150	267	5	5	4	4.67	
Lodging Services	No. of incoming guests with reservation billeted	Joya	250 guests	313 guests	5	5	5	5	
Driving Services	No. of trips safely conducted/kilometers travelled	Vecina	113 trips 4500 kms	138 trips 5,186kms	5	5	5	5	
Procurement	100% of canvass papers and purchase order served	Aureo, Vecina	3 docs.	5 docs	5	5	5	5.00	

MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					5	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Messengerial	100% of letters and checks served	Aureo, Vecina	36	48	5	4	4	4.33	
Total Over all Rating								34.00	
Average Rating								4.86	
Adjectival Rating								VS	

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Calibrated by: \_\_\_\_\_

REMBERTO A. PATINDOL

PMT

Date: \_\_\_\_\_

Recommending Approval: \_\_\_\_\_

DANIEL M. TUDTUD, JR.

Vice President

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

EDGARDO E. TULIN

President

Date: \_\_\_\_\_

1 - quality

2 - Efficiency

3 - Timeliness

4 - Average