#1968 8/28

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

l,	DANIEL M. TUDTUD, JR.	, Head of the	OFFICE OF THE UNIVERSITY	//BOARD SEC	RETARY	COI	mmits to deliver and agree to be rated on the
attainment	of the following targets in acc	cordance with the indicated	measures for the period	January	to	June , 20	DANEY M. TYDTUD, JR.
			Approved: hlyrul EDGARDO E. TUI	LIN			Head of Unit

Personnel	Designation	Number
Head	University/Board Secretary	. 1
Regular Admin Staff	Administrative Officer III	1
Regular Admin Staff	Administrative Aide III	1
Total		3

Rating Equivalents:

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

MFO	Success Indicators	Persons	2018 Target Percentage of	Actual		Rating			Do mo mulco	
MIFO	30ccess malcalors	Responsible	2016 luigei	Accomplishments	Accomplishment	Q ¹	E ²	T ³	A ⁴	Remarks
OFFICE OF THE UNIVERSITY/B	OARD SECRETARY									
Efficient and customer friendly frontline service	Zero percent complaint from client served	DMTudtud, VVBalbarino, ADIsrael	0%	0%	0%	5	NA	NA	5	ľ
Meetings Organized and Facilitated	Number of meetings successfully undertaken - Board of Regents - University Administrative Council - University Academic Council	DMTudtud, VVBalbarino, ADIsrael	4 meetings	100%	4	5	5	5	5	×
	100% of BOR materials successfully distributed 7 days before the meeting	DMTudtud	2 Official Trips	200%	4	5	5	5	. 5	
	BOR Finance Committee	DMTudtud	2 meetings	100%	2	5	5	5	5	
Documents Prepared attendant to Meetings:	Number of completed documents prepared within 7 working days before scheduled meeting	DMTudtud,							_	
* Proposals for action	 Board of Regents University Administrative Council University Academic Council BOR Finance Committee Meeting 	VVBalbarino, ADIsrael	50 items	182%	91	5	5	5	5	

"Exhibit A"

MFO	Success Indicators	Persons	2018 Target	Percentage or	Actual			ting	0	Remarks
		Responsible		Accomplishments	Accomplishment	Q ¹	E ²	T ³	A ⁴	Kemaks
* Minutes of meetings	Number of completed documents prepared within 7 working days before scheduled meeting - Board of Regents - University Administrative Council - University Academic Council	VVBalbarino, ADIsrael	3,000 pages	138%	4,150	5	5	5	5	
* Other documents	Number of completed documents prepared within 7 working days before scheduled meeting - Board of Regents - University Administrative Council - University Academic Council	VVBalbarino, ADIsrael	5,000 pages	247%	12,342	5	5	5	5	
Board Resolutions	100% completed documents prepared within 7 working days before scheduled meeting - Board of Regents	DMTudtud	80 pages	111%	89	5	5	5	5	
Proceedings of Meetings Recorded, Transcribed and Filed	Number of Minutes of Meetings transcribed within 14 working days after meeting and retrievable within 3 minutes - Board of Regents - University Administrative Council - University Academic Council	VVBalbarino	175 pages	225%	394	5	5	5	5	
Minutes of Meetings	Number of Minutes of Meetings prepared within 14 working days after trascription and retrievable within 3 minutes - Board of Regents - University Administrative Council - University Academic Council - BOR Finance Committee Meeting	DMTudtud	100 pages	219%	219	5	5	5	5	

MFO	Success Indicators	Persons	2018 Target	Percentage or	Actual		Rat	ing		Remarks
MIFO	Soccess malcalors	Responsible	2016 larger	Accomplishments	Accomplishment	Q ¹	E ²	T ³	A ⁴	kemarks
Information Dissemination	Number of BOR resolutions and materials disseminated to appropriate offices within 5 working days from date of BOR Chairman signed the Resolution	DMTudtud, VVBalbarino, ADIsrael	1,000 pages	124%	1,236	5	5	5	5	
	Number of BOR resolutions/ documents released within 2 days from receipt of request	ADISIGEI	500 pages	104%	520	5	5	5	5	
Performance of Other	Number of other assigned tasks									
Functions Assigned by the President	completed before the deadline * Attendance to Special/Standing University Committee Meetings	DMTudtud	5 meetings attended	100%	5	5	5	5	5	
	 * In support of the Office of the University Registrar 1) Signing of Diplomas 	DMTudtud	1,000 diplomas	275%	2,750	5	5	5	5	
	2) Lay-out Graduation Program	ADIsrael	40 pages	125%	50	5	5	5	5	
	Making of Commencement Exercises Ribbons	VVBalbarino, ADIsrael	2,000 ribbons	140%	2,800	5	5	5	5	
	4) Lay-outing of VSU Manuals	ADIsrael	2 manuals	100%	2	5	5	5	5	
Total Over-all Rating						85	80	80	85	
Average Rating						5	5	5	5	
Adjectival Rating							Outsto	ınding		

Received by:	Calibrated by:	Recommending Approval:	Approved by:				
*	REMBERTO A. PATINDOL	FRANCISCO A. GABUNADA, JR.	EDGARDO E. TULIN				
Planning Office	PMT	Executive Assistant	President				
Date:	Date:	Date:	Date:				

1 - Quality

2 ... 3

- 2 Efficiency
- 3 Timeliness
- 4 Average