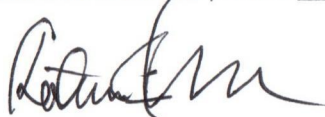
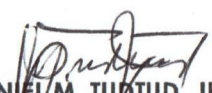


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, ROTACIO S. GRAVOSO, HEAD, UNIVERSITY REVIEW CENTER commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2017.


ROTACIO S. GRAVOSO
 Head of the Unit

Recommending Approval:


DANIEL M. TUFTUD, JR.
 VP for Planning, Res. Gen. &
 External Affairs

Approved:


EDGARDO E. TULIN
 President

Personnel	Designation	Number
Head	URC Head	1
Casual Admin Staff	Administrative Aide III	1
Total		2

Rating Equivalents:

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

MFO & PAPs	Success Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services									
PRGEA MFO 1. Administrative and Support Services Management	Efficient & customer-friendly frontline service	URC Staff	zero complaints	0 complaints	5	5	5	5.00	
	No. of administrative/financial documents acted upon on time	URC Head, URC Staff	100	171	5	5	4	4.67	
	No. of office staff supervised and monitored (CCE,URC, IAO)	URC Head	5	5	4	5	5	4.67	
	No. of meetings conducted and facilitated	URC Head, URC Staff	2	3	5	5	5	5.00	
	No. of review classes conducted and facilitated	URC Head, URC Staff	2	2	4	5	4	4.33	
	No. of communication & other documents filed	URC Staff	40	48	5	5	4	4.67	

PRGEA MFO 3. Resource Generation Services	Income generated from review classes offered. (Gross income)	URC Head, URC Staff	700,000.00	945,000.00	4	5	5	4.67	
Total Over-all Rating								33.00	
Average Rating								4.71	
Adjectival Rating								Outstanding	

Received by:

Calibrated by:

Recommending Approval:

Approved by:


Planning Office


REMBERTO A. PATINDOL

Chairman, PMT


DANIEL M. TUDTUD, JR.


EDGARDO E. TULIN

 President

Date: _____

Date: _____

Date: _____

Date: _____

- 1 - Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average