

I, RYAN C. GUINOCOR, Head of the Office of the Head for General Services commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period following targets in accordance with the indicated measures for the period January-June 30, 2021.

RYSAN C. GUINOCOR
Head, General Services

Date _____

REMBERTO A. PATINDOL
VP for Admin. & Finance

Appointment/Status	Position Title	Number
OIC Director	Legal Officer IV (Designated)	1
Job Order	Admin. Aide III	1
	TOTAL	2

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor



GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODAS STO 1:1: ISO 9001:2015 aligned documents and compliant processed	PI.1:Percentage of clients served rated the services received at least very satisfactory or higher	All GSO utility	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/STO 3: ARTA aligned frontline services	PI. 1:Efficient & customer friendly frontline service	RC. Guinocor, AB Besavilla and All GSO utility	Zero percent complaint from clients served	100% accomplished	5	5	5	5	Note: Please refer to customer satisfaction survey result from QAC
ODAS/GASS 7: GENERAL SERVICES	PI.2 Percentage of comfort room cleaned and disinfected	All GSO utility	100% cleaned	100% cleaned	5	5	5	5	
	PI.3:Number of documents delivered to different units	All GSO utility	100 documents	5000 documents delivered to different units	5	5	5	5	
	PI.4:Percentage of floor area cleaned	All GSO utility	100% floor area cleaned in a week	100% floor area cleaned	5	5	5	5	

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI.5: Percentage of trashbins cleaned and sanitized	All GSO utility	100% cleaned and sanitized	100% cleaned and sanitized	5	5	5	5	
	PI.6: Percentage of VSU offices cleaned	All GSO utility	100% cleaned	100% cleaned	5	5	5	5	
	PI.7: Monthly Accomplishment Report	All GSO utility	24 Monthly Accomplishment Reports conducted	6	4	4	4	4	cancelled some meetings due to some employees were in home quarantine
		Total Over-all Rating						39	
		Average Rating						4.87	
		Adjectival Rating						0	

Received by:


DANIEL LESLIE TAN

Planning Office

Date: _____

Calibrated by:


REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending approval:


REMBERTO A. PATINDOL

VP for Admin & Finance

Approved by:


EDGARDO E. TULIN

University President

Date: Dec 9/24/21

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average