


5 OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **DANIEL LESLIE S. TAN**, Vice President for Administration and Finance, commits to deliver and agree to be rated on the attainment of the following targets the indicated in accordance with measures for the period July-December, 2021.

  
**DANIEL LESLIE S. TAN**  
 Head of the Unit

Approved:

  
**EDGARDO E. TULIN**  
 President

Personnel Composition	Position Title/Designation	Number
Head	VP for Administration and	1
Regular Admin Staff	Administrative Officer II	1
	Administrative Aide I	1
Job Order Staff	Administrative Aide VI	1
	Administrative Aide I	2
<b>GRAND TOTAL</b>		<b>6</b>

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



MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of December 31	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO5: Support to Operations (STO)										
VPAF STO1: ISO 9001:2015 aligned documents	PI 1. Number of quality procedures prepared/revised	DLS Tan, All Office/Unit Heads	15 quality procedures prepared and submitted	27 QPs prepared and submitted	180%	5	5	5	5.00	
			submitted							
	PI 2. Number of required mandatory operations manuals prepared and submitted	DLS Tan, All Office/Unit Heads	6 operations manual prepared and submitted	6 operations manual prepared and submitted	100%	5	5	5	5.00	
VPAF STO3: ARTA aligned compliance and reporting requirements	PI 1. Percentage of external clients served and rated the service at least very satisfactory or higher	DLS Tan, MRS Miraflor, RH Dohiling, DP Jayme, FAA Santos, AD Circulado	95% external clients served and rated at least very satisfactory or higher	100% external clients served and rated at least very satisfactory or higher	105%	5	5	5	5.00	

<b>VPAF STO4: Innovations &amp; Best Practices</b>	<b>PI 1.</b> Number of systems continuously implemented and used	DLS Tan/ ODHRM/ OHRA/ SPPMO/ODFM/HRI S Team	6	6	100%	5	5	5	5.00	HR Management Information Systems
	<b>PI 2.</b> Percentage operationalization of HRMIS on RSP	DLS Tan, ODAHRD, Web Team, DCST, UCC	80% operationalized	100% operationalized	125%	5	5	4	4.67	
<b>UMFO6: General Administrative and Support</b>										
<b>VPAF GASS 1: Administrative and Support Services Management</b>	<b>PI 1.</b> Percentage of clients/personnel supervised for efficient office management and maintenance of rooms, facilities and documents	AB Alba, MRS Miraflor, RH Dohiling, DP Jayme, FAA Santos, AD Circulado	100% clients/personnel supervised for efficient office	100% clients/personnel supervised for efficient office	100%	5	5	5	5.00	Maintenance of office cleanliness, receiving/releasing of documents, filing of docs and maintenance of eqpt
	<b>PI 2.</b> Percentage of administrative services and financial/administrative documents acted within time frame	AB Alba, MRS Miraflor, RH Dohiling, DP Jayme, FAA Santos, AD Circulado	100% admin services acted within time frame	100% admin services acted within time frame	100%	5	5	5	5.00	
	<b>PI 3.</b> Efficient and effective disbursement of funds within prescribed time and in accordance with DBM/COA and other rules & regulations	DLS Tan	2,000 approved vouchers	3,626 approved vouchers	181%	5	5	5	5.00	
	<b>PI 4.</b> Number of linkages with external agencies maintained	DLS Tan, MRS Miraflor, RH Dohiling, Office/Unit Heads	20 external linkages	20 external linkages	100%	5	5	5	5.00	
	<b>PI 5.</b> Number of offices and units directly supervised, monitored and coordinated	DLS Tan, MRS Miraflor, RH Dohiling	19 offices	25	132%	5	5	5	5.00	
	<b>PI 6.</b> Number of major university committees chaired and coordinated	DLS Tan	7 committees chaired and coordinated	7 committees chaired and coordinated	100%	5	5	5	5.00	



	<b>PI 7.</b> Number of administrative meetings conducted for effective management and implementation of offices and projects	DLS Tan, MRS Miraflor, RH Dohiling	5	13	260%	5	5	5	5.00	
	<b>PI 8.</b> Number of major university committees meetings conducted to effectively coordinate and implement plans	DLS Tan, MRS Miraflor, RH Dohiling	45	133	296%	5	5	5	5.00	
	<b>PI 9.</b> Efficient & customer-friendly frontline service	DLS Tan, OVPAF Staff	Zero Complaint	Zero Complaint	100%	5	5	5	5.00	
<b>VPAF GASS 2: Human Resource Management and Development</b>	<b>PI 1.</b> Compliance of existing HRM Policies & Practices with PRIME-HRM Standards	DLS Tan, HV Colis, Offices under ODHRM	75% of required evidences for RSP level 3 prepared and submitted	N/A Still awaiting for the revised PRIME-HRM Level 3 Assessment Tool from CSC Central Office	N/A	0	0	0	0.00	
	<b>PI 2.</b> Compliance of HRM Practices to ISO 9001:2015 standards	DLS Tan, HV Colis, Offices under ODHRM	100% processes implemented according to QP	100%	100%	5	5	5	5.00	
	<b>PI 3.</b> Percentage of CSC Validation of Approved appointments	DLS Tan, HV Colis, ODHRM	100% compliance	100% complied	100%	5	5	5	5.00	
	<b>PI 4.</b> Efficient Database Management compliant to ISO standards	DLS Tan, HSV Colis, JA Ando	100% database system installed	100%	100%	5	5	5	5.00	
<b>VPAF GASS 3: Administrative Services</b>	<b>PI 1.</b> Efficient Database Management compliant to ISO standards	DLS Tan, RC Guinocor, MRS Miraflor, AM Flores, JC Ecleo, QEY Atupan, NA Pacada	100% database system installed	100%	100%	5	5	5	5.00	
	<b>PI 2.</b> Percentage compliance of reporting requirements in accordance with FOI Manual	DLS Tan, RC Guinocor, MS Miraflor	100% submission /posting of the 3 required reports: FOI Inventory/ Registry & FOI Summary Reports	100% submitted reports	100%	5	5	5	5.00	

<b>PI 3.</b> Efficient and effective delivery of memos, circulars, payslips, mails and other issuances to different staff/offices concerned	DLS Tan, RC Guinocor, MS Miraflor, OHRA Staff	100% delivery to different staff/offices concerned	100% delivery to different staff/offices concerned	100%	5	5	5	5.00	
<b>PI 4.</b> Well-maintained archival center and records storage	DLS Tan, RC Guinocor, MS Miraflor, OHRA Staff	100% well-maintained center	100% well-maintained center	100%	5	5	5	5.00	
<b>PI 5.</b> Percentage of goods, infrastructure and services as reflected in the approved APP procured in accordance with RA 9184 and its IRR	DLS Tan, RC Guinocor, JC Ecleo	100% updating of APP	100% APP updated	100%	5	5	5	5.00	
<b>PI 6.</b> Effective monitoring and implementation of contracts and purchase orders	DLS Tan, RC Guinocor, JC Ecleo	60 suppliers/external service providers' contracts evaluated	282 completed POs of suppliers evaluated	470%	5	4	5	4.67	
<b>PI 7.</b> Efficient payment of billings and vouchers of delivered goods, services and infrastructure processed	DLS Tan, RC Guinocor, JC Ecleo	300 vouchers prepared	534 vouchers prepared	178%	5	5	4	4.67	
<b>PI 8.</b> Percentage of supplies, materials and equipment received, stored and distributed to end-users within one week from delivery	DLS Tan, RC Guinocor, AM Flores	100%	100%	100%	5	5	4	4.67	
<b>PI 9.</b> Regular and efficient conduct of inventory of SMEs	DLS Tan, RC Guinocor, AM Flores	100%	100%	100%	5	5	5	5.00	
<b>PI 10.</b> Percentage of waste materials and unserviceable properties disposed within prescribed time	DLS Tan, RC Guinocor, AM Flores	100%	100%	100%	5	5	5	5.00	
<b>PI 11.</b> Percentage availability of fuel & lubricants and dispensing upon request	DLS Tan, RC Guinocor, AM Flores	100%	100%	100%	5	5	5	5.00	



	<b>PI 12.</b> Prepared APP from consolidated Project Procurement Mgmt. Plan (PPMP) by office/projects and submitted to DBM-PS within prescribed period	DLS Tan, RC Guinocor, MS Miraflor, JC Ecleo, AM Flores, End-users	100% updating of APP	100% APP updated	100%	5	5	5	5.00	
	<b>PI 13.</b> Prepared APCPI for all procurement activities and submitted to GPPB within prescribed period	DLS Tan, RC Guinocor, JC Ecleo, AM Flores, End-users	80% of all procurement activities	100%	125%	5	5	5	5.00	
	<b>PI 14.</b> Compliance to PhilGEPS Posting within prescribed period	DLS Tan, RC Guinocor, BAC Members, BAC Secretariat, End-users	100% posting as required	100%	100%	5	4	5	4.67	
	<b>PI 15.</b> Efficient, timely and effective procurement support services	DLS Tan, RC Guinocor, N. Pacada	100%	100%	100%	5	5	5	5.00	
	<b>PI 16.</b> Efficient and customer friendly lodging and liaisons services	DLS Tan, RC Guinocor, N. Pacada	100%	100%	100%	5	5	5	5.00	Barely no guest because of COVID-19
	<b>PI 17.</b> Efficient and effective collection services	DLS Tan, RC Guinocor, QEY Atupan	2,500 official receipts issued; 250 deposits	5,539 official receipts issued; 2,849 deposits	305%	5	5	5	5.00	
	<b>PI 1.</b> Effective and responsive annual budget prepared and submitted within allowable period	DLS Tan, DOFerraren, LC Ampac, All Staff of ODFM, OP, Budget Officers (Main & External), College Deans, GSD	80% available in December 31, 2021	40%	100%	5	5	5	5.00	
<b>VPAF GASS 4: Financial Services and Management</b>	<b>PI 2.</b> Efficient Budget Utilization of funds within prescribed time GAA/F101	DLS Tan, LC Ampac, AM Flores	100% of budget utilized and obligated	43% of budget utilized and obligated	93%	5	5	5	5.00	GF, STF, IGP
	STF / IGF		100% of budget utilized and obligated	Fund 164 - 29%						

IGP		80% of budget utilized and obligated	Revolving Fund - 55%						
<b>PI 3.</b> Timely & error-free financial and budgetary reports	Louella C. Ampac Myrna S. Pancito/Alicia M. Flores Nick Freddy R. Bello Satellite Campus Budget Officers and Bookkeepers	100% budgetary accountability reports submitted on time, error free & 46 other reports	49 budgetary accountability reports submitted	188%	5	5	5	5.00	
		TLB 24/24	6 TLB						
		100% (950/950) Financial Reports prepared and submitted within 1 month after end of each quarter (Accounting Office)	1,250 Financial Reports prepared and submitted within 1 month after end of each quarter (Accounting Office)						
<b>PI 4.</b> Efficient Budget Utilization of funds within prescribed time	DLS Tan, LC Ampac, Budget Office	100% of budget utilized and obligated for GF & STF; 80% for IGP	59.37% for GF; 51% for STF; 100% for IGP of budget utilized and obligated	133%	5	5	4	4.67	
<b>PI 5.</b> Efficient and effective disbursement of funds within prescribed time and in accordance with DBM/COA and other rules and regulations (Cashiering Services)	DLS Tan, LC Ampac, Budget Office	90% of NCA disbursed	100% of NCA disbursed	111%	5	5	5	5.00	
<b>PI 6.</b> Percentage of monthly, quarterly and year-end financial reports prepared, consolidated, approved and submitted to COA/DBM within mandated time for all funds error free	DLS Tan, LC Ampac, AM Flores, NF Bello, Satellite Campus Budget Officers and Bookkeepers	26 budgetary accountability reports submitted on time, error free & 23 other reports	26 budgetary accountability reports submitted	100%	5	5	5	5.00	



<b>VPAF GASS 5: Physical Facilities Development and Maintenance</b>	<b>PI 1.</b> Efficient and timely response to any requests for services on repair and maintenance on physical facilities	DLS Tan, MLP Valenzona, MG Burlas	100%	100% services rendered	100%	5	5	4	4.67	
	<b>PI 2.</b> Effective implementation of new and existing infrastructure projects in accordance with approved time frame and standards	DLS Tan, MLP Valenzona, MG Burlas	100% of well-monitored and implemented projects	100% of well-monitored and implemented projects	100%	5	5	4	4.67	
	<b>PI 3.</b> Effective fleet repair and preventive maintenance operations	DLS Tan, MLP Valenzona, MG Burlas	100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works	100%	5	5	5	5.00	
	<b>PI 4.</b> Effective repair and preventive maintenance operations of electrical facilities and equipment	DLS Tan, MLP Valenzona, MG Burlas	100% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenance Works	100%	5	5	5	5.00	
	<b>PI 5.</b> Effective repair and preventive maintenance operations on plumbing and sewerage systems	DLS Tan, MLP Valenzona	100%	100%	100%	5	5	5	5.00	
	<b>PI 6.</b> Efficient and regular collection and proper disposal of garbage	DLS Tan, MLP Valenzona, MG Burlas, RD Troyo	100% waste collected and disposed	100% waste collected and disposed	100%	5	5	5	5.00	
	<b>PI 7.</b> Well-maintained campus beautification and landscape	DLS Tan, MLP Valenzona, MG Burlas, RD Troyo	100% scheduled well-maintained areas in the campus	100% scheduled well-maintained areas in the campus	100%	5	5	5	5.00	
	<b>PI 8.</b> Efficient repair, preventive maintenance and calibration of laboratory facilities and equipment	DLS Tan, MLP Valenzona, MG Burlas, LB Ramos	100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works	100%	5	5	4	4.67	
<b>VPAF GASS 6: University Health Services and</b>	<b>PI 1.</b> Efficient and effective primary health care services	DLS Tan, EJV Yu, M. Buzon, MCS Guinocor	100%	100%	100%	5	5	5	5.00	

<b>Management</b>	<b>PI 2.</b> Effective and sustained health and wellness promotion activities	DLS Tan, EJV Yu, MCS Guinocor, Nurse Staff	1 for each quarter (dorm to dorm) 1 per semester (health forum)	100%	100%	5	5	5	5.00	Non-compliance due to COVID-19
	<b>PI 3.</b> Effective and sustained environmental health and sanitation services	DLS Tan, EJV Yu, MCS Guinocor, Nurse Staff	1 per semester for each facility	2 per semester for each facility	200%	5	5	5	5.00	
<b>VPAF GASS 7: Security and Safety Management Services</b>	<b>PI 1.</b> Effective security services in protecting life and property within the campus	DLS Tan, JAabela, Security Force	95%	95%	100%	5	5	5	5.00	
<b>VPAF GASS 8: Network Infrastructure Development and Maintenance</b>	<b>PI 1.</b> Efficient and effective information management system	DLS Tan, SU Villagonzalo, NO Villas	50%	50%	100%	5	5	5	5.00	
	<b>PI 2.</b> Reliable network connection and services	DLS Tan, SU Villagonzalo, NO Villas	50%	50%	100%	5	5	5	5.00	
	<b>PI 3.</b> Efficient and wider coverage of multimedia services	DLS Tan, SU Villagonzalo, NO Villas	50%	50%	100%	5	5	5	5.00	
	<b>PI 4.</b> Efficient and reliable ICT training related service	DLS Tan, SU Villagonzalo, NO Villas	45%	50%	111%	5	5	5	5.00	
	<b>PI 5.</b> Efficient and reliable Data Privacy and ICT policy services	DLS Tan, SU Villagonzalo	45% functional	50%	111%	5	5	5	5.00	
<b>Total Over-all Rating</b>									<b>282</b>	
<b>Average Rating</b>									<b>4.95</b>	
<b>Adjectival Rating</b>						<b>OUTSTANDING</b>				

Received by:

  
**DILBERTO O. FERRAREN**  
 Vice President, OVPPRGAS

Calibrated by:

  
**DANIEL LESLIE S. TAN**  
 PMT Chairman

Recommending Approval:

  
**DANIEL LESLIE S. TAN**  
 Vice President for Admin. & Finance

Approved:

  
**EDGARDO E. TULIN**  
 President