

Visayas State University
VSU Printing Press/MMDC

Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, JED ASAPH D. CORTES, Head of the VSU Printing Press/MMDC, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period July to December 2022.

JED ASAPH D. CORTES
Head, VSU Printing Press/MMDC
Date: 01/26/23

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs
Date: 01/25/23



INFORMATION ON PERSONNEL

Personnel	Number
Head of VSU Printing Press(designee)	1
Admin Aide IV (Printing Press Staff)	1
Clerk (Job Order)	1
Utility/Messenger (Job order)	1

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments		Rating				Remark
					% Accom-plishment as of December 2022	Details of Accom-plishments	Quality	Efficiency	Timeliness	Average	
UMFO 5: Support to Operations (STO)											
VPP MFO 11. Printing and Binding Services											
	PI 1: Percentage of printing requests served successfully within prescribed service period		VPP Head, VPP staff, clerk, utilityman	100	130.0%	130	5	5	5	5.00	

	PI 2: Percentage of binding requests served successfully within prescribed service period	VPP Head, VPP staff, clerk, utilityman	100	400.0%	400	5	5	5	5.00	
	PI 3: Number of printing & binding requests served	VPP/MMDC staff	50	180.0%	90	5	4	5	4.67	
	PI 4: Printing & binding sales generated in Philippine pesos	VPP Head, VPP staff, clerk, utilityman	P100,000.00	30.4%	P30,370.00	5	4	4	4.33	
UMFO 6. General Administration and Support Services (GASS)										
VPP MFO 2. Administrative and Facilitative Services										
	PI 5: Number of documents/forms/reports/prepared/reviewed/processed	VPP/MMDC staff	100	230.0%	230	5	5	5	5.00	
	PI 6: Efficient & customer-friendly frontline services	Zero percent complaint from clients served	0% complaints from clients served	no complaint	0 complaint	5	5	5	5.00	
Total Over-all Rating						29.000				
Average Rating						4.833				
Adjectival Rating						Outstanding				

Received by:

TONI MARC L. DARGANTES

Planning Office

Date: JAN 24 2023

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Date: FEB 08 2023

Approved:

EDGARDO E. TULIN

President

Date: FEB 13, 2023