

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, NEVIN A. PACADA, Head, Visayas State University-Cebu Office(VCO) commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period January 1 - June 30, 2024.

Approved:

NEVIN A. PACADA
Head, VCO

7/04/2024
Date

RYSAN C. GUINOCOR
Director for Administrative Services

Date 7/10/24

209013



Appointment/Status	Position Title	Number	Rating Equivalents: 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Fair 1 - Poor			
Head	Admin. Assistant II	1				
Regular Staff	Admin. Aide IV	1				
Regular Staff	Guesthouse Caretaker	1				
	TOTAL	3				

GASSs/PAPs	Success Indicators	Persons Responsible	Target (Jan. - June 2024)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGASS: SUPPORT TO OPERATIONS									
VPAF STO 1: ISO ALIGNED MANAGEMENT AND ADMINISTRATIVE SUPPORT SERVICES									
ASO STO 1: ISO 9001:2015 aligned documents and compliant process	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	All VCO Staff	95% of clients rated services as very satisfactory or higher	98% of clients rated services as very satisfactory or higher	4	5	5	4.667	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ASO STO 3: ARTA aligned frontline services	PI 1. Efficient & customer friendly frontline service	All VCO Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	4	5	5	4.67	
VPAF STO4: INNOVATIONS									
ASO STO 4: Innovations	PI 1. Number of new systems/innovations/ proposals introduced and implemented	All VCO Staff	2 proposals for construction(1 canopies, 1 drainage)	2 proposals for construction(1 canopies, 1 drainage)	5	5	4	4.67	

GASSs/PAPs	Success Indicators	Persons Responsible	Target (Jan. - June 2024)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO6: GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS)									
ASO GASS 3.1: Lodging and Liaisoning Services									
VCO GASS 1: VSU-Cebu Operation and Management	PI 1. No. of procurement-related services performed	NA Pacada	90 RFQs, 60 POs, 95 payment vouchers, 3 NOA, 6 NTP, 6 CA, 13 purchases, 54 shipments	110 RFQs, 77 POs, 108 payment vouchers, 6 NOA, 9 NTP, 7 CA, 16 purchases, 71 shipments	5	5	4	4.67	
	PI 2. Number of reports/ for replenishment/payroll documents submitted to IGP, COA, and Accounting	NA Pacada	5 monthly reports to IGP, 10 monthly report on cash receipts and cash disbursements to COA, 20 for-replenishments, 5 payment vouchers to Accounting	6 monthly reports to IGP, 12 monthly report on cash receipts and cash disbursements to COA, 25 for-replenishments, 8 payment vouchers to Accounting	4	5	5	4.67	
	PI 3. No. of linkages with external agencies maintained	NA Pacada, RV Gioman	3 (Cebu City Hall, Camputhaw Brgy Hall, LBP-Mango)	3 (Cebu City Hall, Camputhaw Brgy Hall, LBP-Mango), Register of Deeds	5	5	5	5.00	
	PI 4. No. of staff meetings prepared	NA Pacada	5 minutes of meetings prepared	6 minutes of meetings prepared	4	4	4	4.00	
	PI 5. No. of liaisoning services requested from the main campus facilitated/complied	NA Pacada, RV Gioman	10 requests facilitated	15 requests facilitated	5	5	4	4.67	
	PI 6. No of assistance to guests on official travel in Cebu facilitated/complied	N. Pacada, R. Gioman	25 requests for assistance attended and facilitated	38 requests for assistance attended and facilitated	5	5	5	5.00	
	PI 7. Number of lodging accomodation frontline-related services performed	All VCO Staff	410 guests welcomed and registered at reception, 410 guests provided room accomodation	430 guests welcomed and registered at reception, 430 guests provided room accomodation	4	5	5	4.67	
	PI 8. Number of official receipts issued for collection	NA Pacada, FC Ramada	240 ORs	248 ORs	5	5	4	4.67	
	PI 9. Number of deposits per COA rules to be deposited intact on the following working day	NA Pacada, RV Gioman	45 deposit slips	59 deposit slips	5	5	5	5.00	

GASSs/PAPs	Success Indicators	Persons Responsible	Target (Jan. - June 2024)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 10. Percentage of guestrooms and comfort rooms well cleaned and maintained	FC Ramada	100%	100%	4	5	5	4.67	
	PI 11. Number of weekly general cleaning services of the VCO premises performed	FC Ramada, RV Gioman	22 weeks general clearing services	28 weeks general clearing services	4	4	5	4.33	
	PI 12. Number of maintenance/repair services performed	All VCO Staff	23 maintenance/repair services performed	30 maintenance/repair services performed	5	4	4	4.33	
		Total Over-all Rating						69.67	
		Average Rating						4.64	
		Adjectival Rating						VS	

Received by:

TONI MARC L. DARGANTES
Planning Office

Date: JUL 10 2024

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

Calibrated by:

ELWIN JAY V. YU
Chairman, PMT

Date: _____

Approved:

PROSE IVY G. YEPES
OIC University President

Date: 9/6/2024