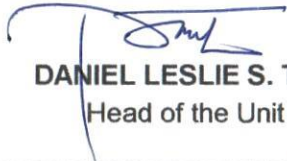


## OFFICE PERFORMANCE COMMITMENT &amp; REVIEW FORM (OPCR)

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 January-June, 2023.

  
**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	15 quality procedures prepared and submitted	100%	5	5	5	5.00	
	PI 2. Number of required mandatory operations manuals prepared and submitted	DLS Tan, All Office/Unit Heads	5 operations manual prepared and submitted	5 operations manual prepared and submitted	100%	5	5	5	5.00	
VPAF STO3: ARTA aligned compliance and reporting requirements	PI 3. Percentage of external clients served and rated the service at least very satisfactory or higher	DLS Tan, All OVPAF Staff	95% external clients served and rated at least very satisfactory or higher	100% external clients served and rated at least very satisfactory or higher	100%	5	5	5	5.00	
VPAF STO4: Innovations & Best Practices	PI 4. Number of systems continuously implemented and used	DLS Tan/ ODHRM/ OHRA/ SPPMO/ODFM/ HRIS Team	6	6	100%	5	5	4	4.67	HR Management Information Systems

	<b>PI 5.</b> Percentage operationalization of HRMIS on RSP	DLS Tan, ODAHRD, ICTMC, MIS	80% operationalized	100% operationalized	100%	5	5	5	5.00	
<b>UMFO6: General Administrative and Support</b>										
<b>VPAF GASS 1: Administrative and Support Services Management</b>	<b>PI 6.</b> Percentage of clients/personnel supervised for efficient office management and maintenance of rooms, facilities and documents	All OVPAF Staff	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 7.</b> Percentage of administrative services and financial/administrative documents acted within time frame	All OVPAF Staff	100% admin services acted within time frame	100% admin services acted within time frame	100%	5	5	5	5.00	
	<b>PI 8.</b> Efficient and effective disbursement of funds within prescribed time and in accordance with DBM/COA and other rules & regulations	DLS Tan	2,050 approved vouchers	5,236 approved vouchers	100%	5	5	5	5.00	
	<b>PI 9.</b> Number of linkages with external agencies maintained	DLS Tan, RH Dohiling, Office/Unit Heads	20 external linkages	45 external linkages (13-HRMO, 22-ASO, & 10-ODF)	100%	5	5	5	5.00	
	<b>PI 10.</b> Number of offices and units directly supervised, monitored and coordinated	DLS Tan, RH Dohiling	25 offices	25 offices	100%	5	5	5	5.00	
	<b>PI 11.</b> Number of administrative meetings conducted for effective management and implementation of offices and projects	DLS Tan, RH Dohiling	10	4 as of January to June, 2023	100%	5	5	5	5.00	
	<b>PI 12.</b> Efficient & customer-friendly frontline service	DLS Tan, All OVPAF Staff	Zero Complaint	Zero Complaint	100%	5	5	5	5.00	
	<b>PI 13.</b> Efficient and effective Human Resource Management and Development.	ODHRM	100%	117%	117%	5	5	5	5.00	



	<b>PI 14.</b> Efficient and effective Administrative Services.	ODAS	100%	137%	137%	5	5	5	5.00	
	<b>PI 15.</b> Efficient, effective and timely Financial Services and Management.	ODFM	100%	103%	103%	5	5	5	5.00	
	<b>PI 16.</b> Efficient and effective Physical Facilities Development and Maintenance.	ODPP	100%	79% as of January to June, 2023	79%	5	4	4	4.33	
	<b>PI 17.</b> Efficient and effective University Health Services and Management.	USHER	100%	86% as of January to June, 2023	86%	5	4	4	4.33	
	<b>PI 18.</b> Efficient and effective Security and Safety Management Services.	OUDDRM	100%	101%	101%	5	5	5	5.00	
	<b>PI 19.</b> Efficient and effective Network Infrastructure Development and Maintenance.	ICTMC	100%	108%	108%	5	5	5	5.00	
<b>Total Over-all Rating</b>									<b>92</b>	93.33 <i>ch.</i>
<b>Average Rating</b>									<b>4.84</b>	4.91 <i>ch.</i>
<b>Adjectival Rating</b>										

Received by:

  
**TONI MARC L. DARGANTES**  
Head, Planning Office


Date: JUL 14 2023

Calibrated by:

  
**DANIEL LESLIE S. TAN**  
PMT Chairman

Date: JUL 14 2023

Recommending Approval:

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

Date: JUL 14 2023

Approved:

  
**EDGARDO E. TULIN**  
President

Date: JULY 19, 2023