

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, 2023.

Approved:

NEVIN A. PACADA
Head, VCO

Date

RYSAN C. GUINOCOR
Director for Administrative Services



| Appointment/Status | Position Title | Number |
|--------------------|---------------------|--------|
| Head | Admin. Assistant II | 1 |
| Regular Staff | Admin. Aide IV | 1 |
| Janitor | Caretaker | 1 |
| | TOTAL | 3 |

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

| GASSs/PAPs | Success Indicators | Persons Responsible | Target (Jan. - June 2023) | 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: 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 | 4 | 4.33 | |
| VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS | | | | | | | | | |
| STO 3: 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 & BEST PRACTICES | | | | | | | | | |
| ODAS STO 4: Innovations & new Best Practices | PI 1. Number of new systems/innovations/ proposals introduced and implemented | All VCO Staff | 2 proposals for construction(2 canopies, 1 drainage), disposal of records | 4 proposals for construction (new kitchen, 1 canopy, 1 drainage, replacement of door jambs); disposal of records | 4 | 5 | 5 | 4.67 | |
| | | | | | | | | | |

| GASSs/PAPs | Success Indicators | Persons Responsible | Target (Jan. - June 2023) | Actual Accomplishments | Rating | | | | Remarks |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| UMFO6: GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS) | | | | | | | | | |
| ODAS GASS 11: VSU-CEBU OPERATION AND MANAGEMENT | | | | | | | | | |
| VCO GASS 1: VSU-Cebu Operation and Management | PI 1. No. of procurement-related services performed | N. Pacada, R. Gioman | 80 RFQs, 50 POs, 60 checks served and retrieved; 2 ACIC, 6 NOA, 6 NTP, 5 CA delivered; 40 purchased items picked up; 65 shipments facilitated | 89 RFQs, 61 POs, 111 checks served and retrieved; 2 ACIC, 4 NOA, 10 NTP, 17 CA delivered; 55 purchased items picked up; 79 shipments facilitated | 4 | 5 | 4 | 4.33 | |
| | PI 2. Number of reports/ for replenishment/payroll documents submitted to IGP, COA, and Accounting | Nevin A. Pacada | 5 monthly reports to IGP, 10 monthly report on cash receipts and cash disbursements to COA, 15 for replenishments, 10 payrolls, and 5 payment vouchers to Accounting | 6 monthly reports to IGP, 12 monthly report on cash receipts and cash disbursements to COA, 22 for replenishments, 12 payrolls, and 7 payment vouchers to Accounting | 5 | 5 | 4 | 4.67 | |
| | PI 3. No. of linkages with external agencies maintained | N. Pacada, R. Gioman | 3 (Cebu City Hall, Camputhaw Brgy Hall, LBP-Mango) | 3 (Cebu City Hall, Camputhaw Brgy Hall, LBP-Mango) | 5 | 5 | 5 | 5.00 | |
| | PI 4. No. of staff meetings | N. Pacada | 5 staff meetings conducted | 6 staff meetings conducted | 4 | 4 | 4 | 4.00 | |
| | PI 5. No. of minutes of staff meetings prepared | N. Pacada | 5 minutes of meetings prepared | 6 minutes of meetings prepared | 4 | 4 | 4 | 4.00 | |

| GASSs/PAPs | Success Indicators | Persons Responsible | Target (Jan. - June 2023) | Actual Accomplishments | Rating | | | | Remarks |
|------------|---------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| | PI 6. No. of liaisioning services requested from the main campus facilitated/complied | N. Pacada, R. Gioman | 10 requests facilitated | 12 requests facilitated | 5 | 5 | 5 | 5.00 | |
| | PI 7. No of assistance to guests on official travel in Cebu facilitated/complied | N. Pacada, R. Gioman | 15 requests for assistance attended and facilitated | 29 requests for assistance attended and facilitated | 5 | 5 | 5 | 5.00 | |
| | PI 8. VSU Cebu Office building and lawn cleaned and well maintained and clients/guests well entertained | All VCO Staff | zero complaint from clients/guests service rated very satisfactory or higher | zero complaint from clients/guests service rated very satisfactory or higher | 4 | 5 | 5 | 4.67 | |
| | PI 9. Number of lodging accomodation frontline-related services performed | All VCO Staff | 450 guests welcomed, registered, and provided room accomodation; 250 ORs issued for lodging service fees; 48 deposits made to LBP | 474 guests welcomed, registered, and provided room accomodation; 316 ORs issued for lodging service fees; 48 deposits made to LBP | 5 | 4 | 5 | 4.67 | |
| | PI 10. Number of weekly general cleaning services of the | N. Pacada, R. Gioman | 20 weeks general clearing services | 24 weeks general clearing services | 4 | 5 | 4 | 4.33 | |
| | PI 11. Number of maintenance/repair services | All VCO Staff | 25 maintenance/repair services performed | 33 maintenance/repair services performed | 4 | 5 | 5 | 4.67 | |
| | | Total Over-all Rating | | | | | | | 64.00 |
| | | Average Rating | | | | | | | 4.57 |
| | | Adjectival Rating | | | | | | | |

Received by:

TONI MARC L. DARGANTES
Planning Office

Date: 7/10/2023

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

Calibrated by:

DANIEL LESLIE S. TAN
Chairman, PMT

Date: JUL 11 2023

Approved:

EDGARDO E. TULIN
University President

Date: JULY 12, 2023