

"Exhibit A"

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **ALLEN GLENNIE P. LAMBERT**, Head of the Office of the President commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July-December 2021**.

ALLEN GLENNIE P. LAMBERT
Executive Assistant 1/12/22

APPROVED:

EDGARDO E. TULIN
President 1/12/22



| Appointment/ Status | Position Title | Number |
|------------------------|-----------------------------------|-----------|
| Head | Executive Assistant | 1 |
| Regular Admin Staff | Admin Officer IV | 1 |
| | Admin Officer II | 1 |
| | Admin Assistant III | 1 |
| | Admin Aide IV | 2 |
| | Admin Aide I | 1 |
| | Media Production Specialist II | 1 |
| Casual Staff | Admin Aide III | 1 |
| Job Order | Clerk | 1 |
| | TOTAL | 10 |

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

| UMFO No. | OP MFO | MFOs/PAPs | Success Indicators | Unit/Persons Responsible | Target (Jan-Dec 2021) | Accomplish ment | Rating | | | | Remarks |
|---|----------|---|--|---|-----------------------------|-----------------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | | July-Dec 2021 | Q ¹ | E ² | T ³ | A ⁴ | |
| UMFO 6. General Administration Support Services | | | | | | | | | | | |
| | OP MFO 1 | General Administration and Support Services | Zero Complaint administrative services from clients | All OP Staff | Zero complaint from clients | Zero complaint from clients | 5 | 5 | 5 | 5.00 | |
| | | | Maintained workplace in compliance to ISO-5s | R. Bagarinao and All OP staff | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| | | | Safe and timely driving services and well-maintained vehicle | N. B. Quimco | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| | OP MFO 2 | Management and Executive Services | Effective and Efficient Management and Paperwork Services | | | | | | | | |
| | | | Number of Memoranda/Special Orders/Certifications issued | AGP Lambert, Jr., MEM Umpad, J. M. Larrosa, LA Pamaos | 800 | 493 | 4.5 | 5 | 5 | 5.00 | |

| | | | | | | | | | | | |
|--|--|--|--|---|----------------|--------|---|---|-----|-------|--|
| | | | No. of documents reviewed, processed & released within the day it is acted by the President or OIC | AGP Lambert, Jr., MEM Umpad, E. B. Albiso, MTM. Avila, R. Bagarinao, LA Pamaos | 14,000 | 10,684 | 5 | 5 | 4.5 | 4.83 | |
| | | | No. of correspondence and reports prepared and released | AGP Lambert, Jr., J. M. Larrosa, MB. Ubay, LA Pamaos | 300 | 680 | 5 | 5 | 4.5 | 4.83 | |
| | | | No. of projects and graduate classes of the President administratively assisted | AGP Lambert | 3 | 2 | 5 | 5 | 4.5 | 4.83 | |
| | | | Number of offices under OP and special projects coordinated | AGP Lambert, Jr., MEM Umpad, MB. Ubay | 10 | 10 | 5 | 5 | 5 | 5.00 | |
| | | | Effective and Efficient Public Relations Services | | | | | | | | |
| | | | No. of MOU/MOAs forged for establishment of linkages | AGP Lambert, Jr., MEM Umpad, J. M. Larrosa, LA Pamaos, MTM. Avila | 150 | 29 | 5 | 5 | 5 | 5.00 | |
| | | | No. of records compiled and retrievable | E. B. Albiso, J. M. Larrosa, LA Pamaos, MTM. Avila, | 20 bound files | 10 | 5 | 5 | 5 | 5.00 | |
| | | | No. of photocopying/reproduction services | J. M. Larrosa, R. Bagarinao, MTM. Avila, MB. Ubay, LA Pamaos | 8,000 | 4,000 | 5 | 5 | 5 | 5.00 | |
| | | | Effective and Efficient President's Calendar Management | | | | | | | | |
| | | | No. of events organized/coordinated/photodocumented | AGP Lambert, Jr., MEM Umpad, MB. Ubay, MTM. Avila | 20 | 15 | 5 | 5 | 5 | 5.00 | |
| | | | 100% of meetings and travels convened/presided/facilitated/photo-documented | AGP Lambert, AGP Umpad, J. M. Larrosa, MB. Ubay | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| | | | 100% of committee assignments steered and complied | AGP Lambert, Jr., MEM Umpad, J. M. Larrosa, E. B. Albiso, R. Bagarinao, MB. Ubay, LA Pamaos, MTM. Avila | 100% | 100% | 5 | 5 | 5 | 5.00 | |
| | | | Total Over-all Rating | | | | | | | 69.50 | |
| | | | Average Rating | | | | | | | 4.96 | |
| | | | Adjectival Rating | | | | | | | | |

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

Reviewed by:


DILBERTO O. FERRAREN
 Planning Office

Date: 21 Jan 2022

Calibrated by:


DANIEL LESLIE S. TAN
 Chairman, PMT

Date: 1/18/22

Approved by:


EDGARDO E. TULIN
 President

Date: 1/12/22