

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, Josefina M. Larrosa, Manager, VSU Guesthouse/Pavilion commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January - June 2021.

Josefina M. Larrosa
JOSEFINA M. LARROSA
Manager

Approved:

Edgardo E. Tulin
EDGARDO E. TULIN
President



Appointment/ Status	Position Title	Number
Head	Manager/Admin. Asst. III	1
Regular Staff	Food Service Supervisor	1
	Household Attendant I	2
Casual Staff	Admin. Aide I	1
Job Order	Chefs, Food Servers/Attendants, Front Desk Clerk, etc.	16
TOTAL		21

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



No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
MFO No. 5 Support to Operations	Efficient & customer friendly frontline service	Zero percent complaint from client served	J. Larrosa A.M. C. Godoy R. Tanaid B. Javier L. Caintic JO workers	Zero valid complaint	Zero valid complaint	5	5	5	5	
	Efficient food catering services and pavilion canteen operations	No. of food catering services and daily canteen operations	J. Larrosa A.M. C. Godoy R. Tanaid B. Javier L. Caintic JO workers	1,750 catering services and canteen operations	639 catering and canteen operations	4	4	4	4	