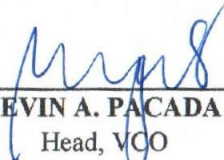



OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

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, 2021.

Approved:


NEVIN A. PACADA
Head, VCO

Date


RYSAN C. GUINOCOR
OIC Director for Administrative Services



Appointment/Status	Position Title	Number
Head	Admin. Assistant II	1
Regular Staff	Admin. Aide IV	1
Order	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. - Dec. 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5: SUPPORT TO OPERATIONS									
ODAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
<u>ODAS STO 3:</u> <u>ARTA aligned</u> <u>frontline services</u>	<u>PI 1:</u> Efficient & customer friendly frontline service	All VCO Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	4	4.67	
ODAS STO4: INNOVATIONS & BEST PRACTICES									
<u>VCO STO 1:</u> <u>Innovations & new Practices</u>	<u>PI 1:</u> Number of new systems/innovations/ proposals introduced and implemented	All VCO Staff	Cultivation of some unused land of VSU-Cebu for aesthetic and sustenance purposes	Cultivation of some unused land of VSU-Cebu for aesthetic and sustenance purposes	4	4	4	4.00	

GASSs/PAPs	Success Indicators	Persons Responsible	Target (Jan. - Dec. 2021)	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	50 RFQs, 50 POs, 65 checks served and retrieved; 6 ACIC, 8 NOA, 6 NTP, 6 CA delivered; 37 purchased items picked up; 35 shipments facilitated	61 RFQs, 67 POs, 94 checks served and retrieved; 8 ACIC, 9 NOA, 8 NTP, 6 CA delivered; 48 purchased items picked up; 43 shipments facilitated	4	4	4	4.00	
	PI 2: Number of reports/ for replenishment/payroll documents submitted to IGP, COA, and Accounting	Nevin A. Pacada	6 monthly reports to IGP, 10 monthly report on cash receipts and cash disbursements to COA, 9 for replenishments, 12 payrolls, and 5 payment vouchers to Accounting	6 monthly reports to IGP, 12 monthly report on cash receipts and cash disbursements to COA, 14 for replenishments, 12 payrolls, and 7 payment vouchers to Accounting	5	5	5	5.00	
	PI 3: No. of linkages with external agencies maintained	N. Pacada, R. Gioman	3 (Cebu City Hall, Camputhaw Brgy Hall, LBP-Mango)	5 (Cebu City Hall, Camputhaw Brgy Hall, LBP-Mango), USC, CIT-U	5	5	5	5.00	
	PI 4: No. of staff meetings presided/conducted to discuss problems & solutions	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	6 minutes of meetings prepared	6 minutes of meetings prepared	4	4	4	4.00	

GASSs/PAPs	Success Indicators	Persons Responsible	Target (Jan. - Dec. 2021)	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	12 requests facilitated	15 requests	5	5	4	4.67	
	PI 7: No of assistance to guests on official travel in Cebu facilitated/complied	N. Pacada, R. Gioman	0 requests for assistance attended and facilitated	0 requests for assistance attended and facilitated					Due to COVID-19 pandemic
	PI 8: VSU Cebu Office building and lawn cleaned and well maintained and clients/guests well entertained	All VSU-CO 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 VSU-CO Staff	12 guests welcomed and registered at reception, 12 guests provided room accomodation, 12 ORs issued for lodging service fees	15 guests welcomed and registered at reception, 15 guests provided room accomodation, 15 ORs issued for lodging service fees	4	5	5	4.67	
	PI 10: Number of weekly general cleaning services of the VCO premises performed	N. Pacada, R. Gioman	19 weeks general cleaning services	24 weeks general cleaning services	4	5	5	4.67	
	PI 11: Number of maintenance/repair services performed	All VSU-CO Staff	15 maintenance/repair services performed	30 maintenance/repair services performed	4	5	5	4.67	
		Total Over-all Rating							54.00
		Average Rating							4.50
		Adjectival Rating							VS

Received by:



DANIEL LESLIE TAN

Director for Planning & Infra.
Projects & Dev. & Monitoring

Date: AUG 06 2021

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

Calibrated by:



REMBERTO A. PATINDOL

Chairman. PMT

Date: _____

Recommending approval:




REMBERTO A. PATINDOL

VP for Admin & Finance

Date: _____

Approved by:



EDGARDO E. TULIN

University President

Date: _____