

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

/IN A. PACADA, Head, Visayas State University-Cebu Office(VCO) commits to deliver and agree to be rated on the  
ing targets in accordance with the indicated measures for the period July 1 - December 31, 2020.

Approved:

NEVIN A. PACADA  
Head, VCO

Date \_\_\_\_\_

**LOURDES B. CANO**  
Director, ODAS/HRM



<i>Position/Status</i>	<i>Position Title</i>	<i>Number</i>
	Admin. Assistant II	1
Bar Staff	Admin. Aide III	1
Order	Caretaker	1
	TOTAL	3

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

SSs/PAPs	Success Indicators	Persons Responsible	Target (July-December 2020)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>35: SUPPORT TO OPERATIONS</b>									
<b>5/HRM STO 1: ISO 9001:2015 ALIGNED DOCUMENTS</b>									
<b>STO 1: ISO 2015 aligned documents and liabilities</b>	<b>PI 1:</b> Percentage of clients served rated the services received at least very satisfactory or higher	All VSU-CO Staff	95% of clients rated services as very satisfactory or higher	100% of clients rated services as very satisfactory or higher	4	5	5	4.67	
	<b>PI 2:</b> Number of quality procedures prepared/revised/updated and registered at QAC	Nevin A. Pacada	2 quality procedures prepared and registered	2 quality procedures made	5	5	4	4.67	
	<b>PI 3:</b> Number of reports/ for replenishment/payroll documents submitted to IGP, COA, and Accounting	Nevin A. Pacada	6 monthly reports to IGP, 12 monthly report on cash receipts and cash disbursements to COA, 20 for replenishment and 6 payroll vouchers to Accounting	6 monthly reports to IGP, 12 monthly report on cash receipts and cash disbursements to COA, 20 for replenishment and 6 payroll vouchers to Accounting	5	5	5	5.00	
<b>STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS</b>									



SSs/PAPs	Success Indicators	Persons Responsible	Target (July-December 2020)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>/HRM STO TA aligned ne services</b>	<b>PI 4:</b> Efficient & customer friendly frontline service	All VSU-CO Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5.00	
<b>/HRM STO4: INNOVATIONS &amp; BEST PRACTICES</b>									
<b>STO 1: ations &amp; new ractices</b>	<b>PI 5:</b> Number of new systems/innovations/proposals introduced and implemented	N.Pacada	1 draft new system submitted	Programmed and posted on shared Google drive a simple monitoring database system for served RFQs, POs, and checks using Microsoft Access and Visual Basic for Applications	4	5	4	4.33	
<b>06: GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS)</b>									
<b>/HRM GASS 11: VSU-CEBU OPERATION AND MANAGEMENT</b>									
<b>GASS 1: ebu tion and gement</b>	<b>PI 6:</b> No. of procurement-related services performed	N. Pacada, M. Pausanos	100 RFQs, 70 POs, 50 checks served and retrieved; 1 NTP, 2 NOA, 3 COA delivered; 50 purchased items picked up; 43 shipments facilitated	113 RFQs, 73 POs, 58 checks served and retrieved; 1 NTP, 2 NOA, 3 COA delivered; 75 purchased items picked up; 61 shipments facilitated	4	5	4	4.33	
	<b>PI 7:</b> No. of linkages with external agencies maintained	N. Pacada, M. Pausanos	2 (Cebu City Hall, NAP Cebu)	2 (Cebu City Hall, NAP Cebu)	5	5	5	5.00	
	<b>PI 8:</b> No. of staff meetings presided/conducted to discuss problems & solutions	N. Pacada	6 staff meetings conducted	6 staff meetings conducted	4	5	4	4.33	
	<b>PI 9:</b> No. of minutes of staff meetings prepared	N. Pacada	6 minutes of meetings prepared	6 minutes of meetings prepared	4	5	4	4.33	



SSs/PAPs	Success Indicators	Persons Responsible	Target (July-December 2020)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	<b>PI 10:</b> No. of liaisoning services requested from the main campus facilitated/complied	N. Pacada, M. Pausanos	20 requests facilitated	38 requests facilitated	5	5	5	5.00	
	<b>PI 11:</b> No of assistance to guests on official travel in Cebu facilitated/complied	N. Pacada, M. Pausanos	0 requests for assistance attended and facilitated	0 requests for assistance attended and facilitated					No travel to Cebu due to COVID-19
	<b>PI 12:</b> VSU Cebu Office building and lawn cleaned and well maintained and clients/guests well entertained	N. Pacada, M. Pausanos, Caretaker	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	
	<b>PI 13:</b> Number of lodging accomodation frontline-related services performed	N. Pacada, M. Pausanos, Caretaker	0 guest welcomed and registered at reception, 0 guests provided room accomodation, 0 ORs issued for lodging service fees	1 guest welcomed and registered at reception 1 guest provided room accomodation 3 ORs issued for lodging service fees	4	5	5	4.67	Barely no guest because of COVID-19
	<b>PI 14:</b> Number of weekly general cleaning services of the VCO premises performed	N. Pacada, M. Pausanos, Caretaker	20 weeks general clearning services	26 weeks general clearning services	5	4	5	4.67	
	<b>PI 15:</b> Number of maintenance/repair services performed	N. Pacada, M. Pausanos, Caretaker	15 maintenance/repair services performed	23 maintenance/repair services performed	5	5	5	5.00	
		Total Over-all Rating							65.67
		Average Rating							4.69
		Adjectival Rating							VS

red by:

**EL LESLIE TAN**

or for Planning & Infra.  
ts & Dev. & Monitoring

Calibrated by:

**REMBERTO A.**  
Chairman. PMT

Date: \_\_\_\_\_

Recommending approval:

**REMBERTO A. PATINDOL**  
VP for Admin & Finance

Date: \_\_\_\_\_

Approved by:

**EDGARDO E. TULIN**  
University President

Date: \_\_\_\_\_

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