

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **ALLEN GLENNIE P. LAMBERT**, Head of the Grants Development Office commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period July-December 2022.

ALLEN GLENNIE P. LAMBERT
 OIC, Head of the Grants Development Office

APPROVED:

EDGARDO E. TULIN
 President



Appointment/ Status	Position Title	Number
Head	OIC, Head	1
Job Order	Clerk	1
	TOTAL	2

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

UMFO No.	GDO MFO	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target (July-Dec, 2022)	Accomplish ment	Rating				Remarks
						July-Dec 2022	Q ¹	E ²	T ³	A ⁴	
UMFO 6. General Administration Support Services											
	GDO MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	All 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 staff	100%	100%	5	5	5	5.00	
	GDO MFO 2	Management and Executive Services	Effective and Efficient Management and Paperwork Services								
			Timely submission of university related grant application for institutional development	clerk	100%	100%	5	5	5	5.00	
			Percent Monitoring of Departments, offices and component colleges awarded grants	Clerk	25%	25%	5	5	5	5.00	Only 25% of the departments/units submitted.
			Effective and Efficient Public Relations Services								
			Percent approved grants of facilitated faculty and staff	Clerk	30%	100%	5	5	5	5.00	All faculty that were interested were facilitated, however they did not continue due to some restriction problems of the requirements.
		Total Over-all Rating								25.00	
		Average Rating								5.00	
		Adjectival Rating								o	

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

Reviewed by:


TONI MARC L. DARGANTES
Planning Office

Date: FEB 16 2023

Calibrated by:


DANIEL LESLIE S. TAN
Chairman, PMT

Date: FEB 17 2023

Approved by:


EDGARDO E. TULIN
President

Date: FEB. 17, 2023