


"Exhibit A"

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

I, ROTACIO S. GRAVOSO, Head of the University Review Center 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 to June, 2018.

  
**ROTACIO S. GRAVOSO**  
Head of Unit

  
**ARGINA M. POMIDA**  
Dean/Director

Personnel	Designation	Number
Head	URC Head	1
Casual Staff	Administrative Aide III	1
JO Staff	Administrative Aide III	1
JO Staff	Utility/Messenger	2

MFOs/PAPs	Success Indicators	Targets	Actual Accomplishment	Unit/Persons Responsible	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6: General Administration and Support Services									
I. Efficient and customer friendly frontline service	0% percent complaints from client served	0 complaint	0 complaint	Head/URC Staff	5	5	5	5	
II. Effective and efficient processing of administrative and financial documents	Timely preparation, processing and release of all administrative and financial documents	Official documents prepared and processed are acted and released on time	Official documents prepared and processed were acted and released on time	Head/URC Staff	5	4	5	4.67	
III. Effective management and monitoring services	Percentage of URC reviewee passers in the Licensure examination for Agriculture exam	50%	56.06%	Head/URC Staff	4	5	5	4.67	
	Regular monitoring of the review classes conducted.	Review classes are monitored regularly to evaluate per area.	Conducted evaluation of the resource persons and cited ways to improve the review .	Head/URC Staff	5	5	5	5	

<b>IV. Efficient and effective Income Generation from the project</b>	Improved gross income generated from the review class offered.	400,000.00	381,750.00	Head/URC Staff	3	4	5	4	
<b>Total Over-all Rating</b>	23.34								
<b>Average Rating</b>	4.67								
<b>Adjectival Rating</b>	Outstanding								

Received by:

Calibrated by:

Recommending Approval:

Approved by:

\_\_\_\_\_  
Planning Office

  
**REMBERTO A. PATINDOL**  
Chairman, PMT

  
**DILBERTO O. FERRAREN**  
Vice President

  
**EDGARDO E. TULIN**  
President

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

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

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

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

1 – Quality

2 – Efficiency

3 – Timeliness

4 - Average