

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 July 1 - December 31, 2022.

Approved:

NEVIN A. PACADA
Head, VCO

1/4/23
Date

RYSAN C. GUINOCOR
Director for Administrative Services

Date 1/8/2023



Appointment/Status	Position Title	Number
Head	Admin. Assistant II	1
Regular Staff	Admin. Aide IV	1
Job 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 (Jul. - Dec. 2022)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5: SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODAS STO 1: ISO 9001:2015 aligned documents and compliant process	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	All VCO Staff	95% of clients rated services as very satisfactory or higher	98% of clients rated services as very satisfactory or higher	4	5	5	4.67	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS STO 3: ARTA aligned frontline services	PI 1. Efficient & customer friendly frontline service	All VCO Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	4	5	5	4.67	
VPAF STO4: INNOVATIONS & BEST PRACTICES									
ODAS STO 4: Innovations & new Best Practices	PI 1. Number of new systems/innovations/ proposals introduced and implemented	All VCO Staff	2 QPs approved by QAC, 9 new monitoring forms prepared, 1 set of CCTV installed for crime prevention assistance	2 QPs revised, 1 set of CCTV installed, 1 biometrics machine reinstalled, 1 concrete fence retrofitted, 1 receiving of registration centralized, WIFI voucher distributed to every incoming guest, and 2 fire extinguishers mounted	4	5	5	4.67	



GASSs/PAPs	Success Indicators	Persons Responsible	Target (Jul. - Dec. 2022)	Actual Accomplishments	Rating ^{OPCR-2023} 0104-84660				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	55 RFQs, 70 POs, 90 checks served and retrieved; 7 ACIC, 8 NOA, 2 NTP, 2 CA delivered; 40 purchased items picked up; 35 shipments facilitated	115 RFQs, 74 POs, 84 checks served and retrieved; 8 ACIC, 6 NOA, 7 NTP, 8 CA delivered; 50 purchased items picked up; 89 shipments facilitated	4	5	4	4.33	
	PI 2. Number of reports/ for replenishment/payroll documents submitted to IGP, COA, and Accounting	Nevin A. Pacada	6 monthly reports to IGP, 11 monthly report on cash receipts and cash disbursements to COA, 14 for replenishments, 8 payrolls, and 8 payment vouchers to Accounting	6 monthly reports to IGP, 12 monthly report on cash receipts and cash disbursements to COA, 22 for replenishments, 12 payrolls, and 10 payment vouchers to Accounting	5	5	4	4.67	
	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), DA, Ombudsman	5	5	5	5.00	
	PI 4. No. of staff meetings presided/conducted to discuss problems & solutions	N. Pacada	6 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 (Jul. - Dec. 2022)	Actual Accomplishments	Rating ^{OPCR-2023-0104-84660}				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	15 requests facilitated	21 requests facilitated	5	5	5	5.00	
	PI 7. No of assistance to guests on official travel in Cebu facilitated/complied	N. Pacada, R. Gioman	12 requests for assistance attended and facilitated	30 requests for assistance attended and facilitated	5	5	5	5.00	
	PI 8. VSU Cebu Office building and lawn cleaned and well maintained and clients/guests well entertained	All VCO 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	4	4.33	
	PI 9. Number of lodging accomodation frontline-related services performed	All VCO Staff	25 guests welcomed and registered at reception, 25 guests provided room accomodation, 25 ORs issued for lodging service fees	308 guests welcomed and registered at reception, 308 guests provided room accomodation, 181 ORs issued for lodging service fees	5	5	5	5.00	
	PI 10. Number of weekly general cleaning services of the VCO premises performed	N. Pacada, R. Gioman	19 weeks general clearing services	21 weeks general clearing services	4	5	4	4.33	
	PI 11. Number of maintenance/repair services performed	All VCO Staff	35 maintenance/repair services performed	42 maintenance/repair services performed	4	5	5	4.67	
		Total Over-all Rating						64.33	
		Average Rating						4.60	
		Adjectival Rating							

Received by:


TONI MARC L. DARGANTES
 Planning Office

Date: JAN 06 2023


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

Calibrated by:


DANIEL LESLIE S. TAN
 Chairman, PMT

Date: 1/6/23

Approved:


EDGARDO E. TULIN
 University President

Date: 1/13/23