

01# 3374
3/13

MAR 15 2019
"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, VELMA P. BONTUYAN, Head of the VSU Manila Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2018.


VELMA P. BONTUYAN

Head of Unit
Date: _____

Approved: 
DILBERTO O. FERRAREN

Supervisor
Date: _____

Personnel	Designation	Number
Head	VSU Manila Office, Head	1
Regular Admin Staff	Admin. Aide IV	1
Regular Admin Staff	Admin. Aide IV	1
Regular Admin Staffr	Guesthouse Caretaker	1
Total		4

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

MFOs/PAPs	Performance Indicators		Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
							Q1	E ²	T ³	A ⁴	
Univ MFO6: General Administration & Support Services											
VSUMO MFO.1 Administrative and Support Services Management	PI.1	Efficient & customer friendly frontline service	Zero percent complaint from client	VSU-MO Staff	95%	100%	5	5	5	5.00	
	PI.2	Effectively acted Administrative/financial documents	100% compliant to Accounting,COA Rules and Regulations	Head and Staff	95%	100%	5	4	5	4.67	
	PI.3	As Liaison Office -enhanced direct linkages with national government agencies and research units and other offices inside and outside of Manila	Linkages with: CHED, Malacañang- (PMS),PASUC, LBP, DPWH, CSC, GSIS, COA DA-BAR,UP Diliman/ Los Baños Admin,PCAARRD, DOST, NPO, IPR,NICA, NBI, BID,House of Senate and House of Representatives, Meralco, PLDT.	Head, VSU-MO	90%	100%	5	5	5	5.00	

MFOs/PAPs	Performance Indicators		Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
							Q1	E ²	T ³	A ⁴	
VSUMO MFO.1 Administrative and Support Services Management	PI.4	Represents the university in meetings and award giving ceremonies	100% of meetings and ceremonies well represented	Head, VSU-MO	95%	100%	5	5	5	5.00	
	PI.5	Linkages with VSU-External Campuses	Linkages with VSU-Tolosa, Alang-alang, Villaba and Isabel	Head, VSU-MO Staff	90%	100%	5	5	5	5.00	
	PI.6	Linkages thru media communications	No. of hrs. linkages, networking facilitated	Head and Admin. Aide IV	95%	100%	5	5	5	5.00	
	PI.6	Issuance of Official Receipts for receipt of checks from CHED, DA and other government and research agencies	No of Official receipts issued and checks received correspondingly	Head, VSU MO	0	3	5	5	5	5.00	
	PI.7	Procurement	100% of canvass papers and purchase order served	Head and VSUMO Staff	90%	100%	5	5	5	5.00	
		Submission of Reports and Financial Documents	100% of Reports of Reimbursement, Replenishment, Liquidation, travel documents and other communications	Head and VSUMO Staff	150	267	5	5	5	5.00	
	PI.9	Messengerial	100% of letters and checks served	Aureo, Vecina, Joya	45	68	5	5	5	5.00	
VSU-MO MFO.2 Planning, Management, and Monitoring Services	PI.1	Efficient Planning and Monitoring Services	Meetings conducted, planning -target dates set, coaching and monitoring implemented	Head, VSUMO	90%	100%	5	5	5	5.00	

MFOs/PAPs	Performance Indicators		Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
							Q1	E ²	T ³	A ⁴	
VSU-MO MFO.2 Planning, Management, and Monitoring Services	PI.2	Submission of Office Reports, documents as prescribed by the Office of VSU President, COA, Accounting and Dir. Of Finance, OVPRGEA	100% of Reports of Reimbursement, Replenishment, Liquidation, travel documents and other communications	Head and VSUMO Staff	150	267	5	5	4	4.67	
VSU-MO MFO.3 Resource Generation and Management Services	PI.1	Issuance of Official Receipts	No. of incoming guests with reservation billeted, ORs issued	Head, and VSUMO Staff	40	48	5	5	5	5	
	PI.2	Regular Deposits and Remittances of Collections	100 % of collections deposited and Remitted	Head , and VSUMO Staff	10	12	5	5	5	5	
	PI.3	Preparation and submission of the Monthly Reports of Income	No of Reports prepared and submitted, reviewed and signed	Head , and VSUMO Staff	120	184	5	5	5	5	
	P.I.4	Accommodation of guests facilitated	No. of Guests accommodated and served	Head , and VSUMO Staff	50	73	5	5	5	5	
	Total Over-all Rating									79.33	
	Average Rating									4.96	
	Adjectival Rating									VS	

Received by:

TERESITA L. QUIÑANOLA

PRPEO

Date: _____

Calibrated by:

REMBERTO A. PATINDOL

PMT

Date: _____

Recommending Approval:

DILBERTO O. FERRAREN

Vice President, PRGEA

Date: _____

Approved by:

EDGARDO E. TULIN

President

Date: _____

1 – quality

2 – Efficiency

3 – Timeliness

4 – Average