

761 650 916

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, RYSAN C. GUINOCOR, OIC Head of the Office of the Head for General Services commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January - June 2024.

Approved:


RYSAN C. GUINOCOR 7/11/24
Head, General Services Office

Date


ELWIN JAY V. YU 9-10-24
VP for Admin. & Finance



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

Appointment/Status	Position Title	Number	Rating Equivalents: 5 - Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 - Fair 1 - Poor						
Director, ASO	OIC Head, GSO	1							
Job Order	Admin. Aide III	1							
	TOTAL	2							
GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2024)	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 1:1: ISO 9001:2015 aligned documents and compliant processed	PI. 1:Percentage of clients served rated the services received at least very satisfactory or higher	All GSO utility	95% of clients rated services as very satisfactory or higher	95%	5	5	5	5	
	PI. 2: Number of QPs prepared and registered to the QAC	Atty. Rysan Guinocor	1	1	5	5	5	5	
OVPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
OVPAF STO 4: Innovations & Best Practices									
ODAS STO 4: New Systems/Innovations/Proposals introduced and implemented	PI 1: No. of new systems/innovations introduced	Atty. Rysan Guinocor and staff	1 innovation	1	5	5	5	5	
ODAS/STO 3: ARTA aligned frontline services	PI. 1:Efficient & customer friendly frontline service	RC. Guinocor, GSO staff and All GSO utility	Zero percent complaint from clients served	100% accomplished	5	5	5	5	
ODAS/GASS 3.6: GENERAL SERVICES	PI.1.Percentage of comfort room cleaned and disinfected	All GSO utility	100% cleaned and disinfected	100%	5	5	4	4.66	
	PI.2: Number of documents delivered to different units	All GSO utility	5000	11,685 documents (Jan-June 2024)	5	5	5	5	
	PI.3:Percentage of building, classrooms, office and laboratory rooms, and floor area cleaned	All GSO utility	100%	100%	5	5	4	4.66	

	PI.4: Percentage of trash bins cleaned and sanitized	All GSO utility	100% cleaned and sanitized	100%	4	5	4	4.33	
	PI.5: Number of Alay Linis facilitated and participated	All GSO utility	2 Alay Linis facilitated and participated	2	5	5	5	5	
	PI.6: Monthly Accomplishment Report	All GSO utility	12 Monthly Accomplishment Reports conducted	17	5	5	5	5	
	PI.7: Number of innovations in the maintenance of comfort rooms	All GSO utility	2 innovations	1	5	5	5	5	
	PI.8: Number of skills training conducted	GSO staff and All GSO utility	2 skills training conducted	2	5	5	5	5	
	PI.9: Number of team enhancement activities	Atty. Rysan Guinocor, GSO staff and all GSO utility	1 team enhancement activity	1	5	5	5	5	
	PI.10: Number of monthly staff meetings conducted	Atty. Rysan Guinocor and all GSO utility	12 monthly staff meeting conducted	6	5	5	5	5	
	PI.11: Number of grasscutting conducted	All GSO utility	20	88	5	5	5	5	
	PI.12: Percentage of NCs received and acted	Atty. Rysan Guinocor and GSO Staff	100% of NC acted (if any)	Zero percent	5	5	5	5	
	PI.13: Percentage of CARs received and acted	Atty. Rysan Guinocor and GSO Staff	100% of CAR acted (if any)	Zero percent	5	5	5	5	
		Total Over-all Rating			84	85	82	83.65	
		Average Rating			4.94	5	4.82	4.92	
		Adjectival Rating							

Received by:

TONI MARC L. DARGANTES

Planning Officer

Date: JUL 11 2024

Calibrated by:

ELWIN JAY V. YU

Chairman, PMT

Date: _____

Approved by:

PROSE IVY G. YEPES

President

Date: 9/6/24

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average