

Exhibit A**OFFICE PERFORMANCE COMMITMENT REVIEW FORM (OPCR)**

I, **CORAZON A. PADILLA**, Chief of Staff of the Office of the Executive Assistant, commits to deliver and agree on the attainment of the following targets in accordance with the indicated measures for the period January-December 2024.


CORAZON A. PADILLA

Chief of Staff

7/10/24

Approved by:


PROSE IVY G. YEPES

President

7/15/24




DANILLO G. TORRES JR.

Appointment/ Status	Position Title	Number
Regular	Executive Assistant	1
	Administrative Officer IV	1
	Administrative Officer I	1
	Admin Aide IV	4
	Media Production Specialist II	1
Job Order	Admin Aide (Receiving/Releasing Clerk)	1
New OP Staff		
Regular	Chief-of-Staff	1
CTIs April-June)	Executive Assistant III	1
	Private Secretary II	1
	Private Secretary I	1
Total		

Rating Equivalents:

- 5 – Outstanding
- 4 – Very Satisfactory
- 3 – Satisfactory
- 2 – Fair
- 1 – Poor

Note: 3 staff were deployed to other offices in April and May in lieu of the CTI employees

UMF O No.	OP MF O	MFOs/P APs	Success Indicators	Unit/Person s Responsible	Target (Jan-Dec 2023)	Accomplish- ment Jan-June 2024	Rating	Remarks
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	OP MF O 1	General Adminis- tration and Support Services	Zero Complaint of administrative services rendered to clients	All OP staff	Zero Complaint	Zero complaint					
			Maintained workplace in compliance to ISO-5S	All OP staff	100%	100%	5	5	5	5	
			Safe and timely driving services and well-maintained vehicle	NBQuimco	100%	100%	5	5	5	5	
			Response to NCs and CAR issuances								
			Percentage of NCs received and acted	AGPLambert MEMUmpad LBPamaos	100%	100%	5	5	5	5	
			Percentage of CARs received and acted	AGPLambert MEMUmpad LBPamaos	100%	100%	5	5	5	5	
	OP MF O 2	Manage- ment and Executiv- e Services	Effective and Efficient Management and Paperwork Services								
			Number of Memoranda/ Memoranda Circular/ Special Order/Certifications/Certificate of Appearance issued	AGPLambert MEMUmpad LBPamaos JMLarroza GGongora EBAlbiso MLLumen ZPasion CAPadilla ALTalabo	1210	Memo - 552 MC - 142 Com - 1663 Cert - 21 AT - 81 CAs - 97 Notice - 40 Total 2,596	4	5	5	4.67	
			Number of documents reviewed, processed & released within the day it is acted by the President or OIC	AGPLambert MEMUmpad GGongora LBPamaos MTPAvila RBagarinao	16,500	10,447	5	5	4	4.67	

				EBAlbiso MLLumen CAPadilla ZPasion ALTalabo							
			No. of correspondence acted upon and released	AGPLambert MEMUmpad GGongora LBPamaos MTPAvila EBAlbiso MLLumen CAPadilla ZPasion ALTalabo	418	2,622	5	5	5	5	
			Number of offices coordinated and special projects coordinated	AGPLambert MEMUmpad GGongora CAPadilla MLLumen	10 2 SP	10 2 SP	5	5	5	5	
			Effective and Efficient Public Relations Services								
			No. of MOUs/MOAs reviewed / forged for establishment of linkages	AGPLambert EMUmpad EBAlbiso CPadilla MLLumen	198	135	5	5	5	5	
			No. of records compiled and retrievable	LAPamaos EBAlbiso	1210 docs	2,764	5	5	5	5	
			No. of photocopying/reproduction services	AGPLambert MEMUmpad LBPamaos JMLarroza GGongora EBAlbiso MTPAvila CAPadilla MLLumen ZPasion ALTalabo	9900	5000 copies	5	5	5	5	

			Effective and Efficient President's Calendar Management								
			No. of events organized /coordinated /photodocumented	AGPLambert EMUmpad GGongora CAPadilla MLLumen CAPadilla MLLumen ZPasion ALTalabo	33	20	5	5	5	5	
			Percentage of Meetings/travels convened/presided/facilitated/photodocumen- ted	AGPLambert EMUmpad GGongora LAPamaos CAPadilla MLLumen ZPasion ALTalabo	100%	100%	5	5	5	5	
			Percentage of committee assignments steered and complied	AGPLambert MEMUmpad LBPamaos JMLarroza GGongora EBAlbiso MTPAvila RBagarinao CAPadilla MLLumen ZPasion ALTalabo	100%	100%	5	5	5	5	
		<i>Total Over-all Rating</i>								69.34	
		<i>Average Rating</i>								4.95	
		<i>Adjectiva I Rating</i>									Outstanding
1- Quality			2- Efficiency		3- Timeliness		4- Average				

Reviewed by:



TONI MARC L. DARGANTES
Planning Officer

JUL 15 2024

Calibrated by:



ELWIN JAY V. YU
Chairman, PMT

07/15/2024

Approved by:



PROSE IVY G. YEPES
President

7/15/24

Note: **For OPCR purposes only**