

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **ALLEN GLENNIE P. LAMBERT**, Head of the *Grants Development Office* ^{Deputy} Office of the President commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the period January-June 2022.

ALLEN GLENNIE P. LAMBERT
OIC, Head

Date: 07/09/22

APPROVED

EDGARDO E. TULIN
President

Date: _____



Appointment/ Status	Position Title	Number
Head	IOC, Head	1
Job Order	Clerk	1
	TOTAL	2

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

UMFO No.	GDO MFO	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target (Jan-Dec, 2021)	Accomplishment Jan-June 2022	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
UMFO 6. General Administration Support Services											
	GDO MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	All Staff	Zero complaint from clients	Zero complaint from clients	5	5	5	5.00	
			Maintained workplace in compliance to ISO-5s	R. Bagarinao and All staff	100%	100%	5	5	5	5.00	
	GDO MFO 2	Management and Executive Services	Effective and Efficient Management and Paperwork Services								
			Percent Monitoring of Departments, offices and component colleges awarded grants	Clerk	25%	10%	4	4	4	4.00	Submitted to OP the monitoring format and draft memo waiting for approval
			Effective and Efficient Public Relations Services								
			Percent approved grants of facilitated faculty and staff	Clerk	30%	15%	3	3	3	3.00	No faculty/ staff requested for grants approval. NOTE we email all department/unit on available grants
		<i>Total Over-all Rating</i>								17.00	
		<i>Average Rating</i>								4.25	
		<i>Adjectival Rating</i>								VS	

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

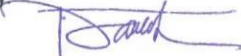
Reviewed by:



TONI MARC L. DARGANTES
Planning Office

Date: 7/14/2022

Calibrated by:



DANIEL LESLIE S. TAN
Chairman, PMT

Date: _____

Approved by:



EDGARDO E. TULIN
President

Date: _____