

"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **ELSIE E. SALAMAT**, Head of the Alumni and Community Relations 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, 2020.

Elsie E. Salamat
ELSIE E. SALAMAT

Dept/Unit Head

Approved:

Dilberto O. Ferraren
DILBERTO O. FERRAREN
Vice President-PRGAS



MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ACRO MFO 1. Organizational Strengthening	PI 1. Efficient Customer and friendly frontline Service								
	Percentage of walk in clients served/entertained	AMLumacad /ACRO Staff	100%	100%	4	5	5	4.7	
	Percentage of Inquiries answered on social media (ACRO FB page)	EESalamat	50%	100%	5	5	4	4.7	
	Number of meetings with Alumni Communicators (ACs)	EESalamat/A MLumacad	3	1	3	3	4	3.3	
	Number of ACs Identified with one per unit/Dept.	EESalamat	38	38	4	5	5	4.7	

	Number of Social Media platform created to engage alumni	EESalamat	1	1	4	5	5	4.7	
	PI 2. Facilitates the creation of alumni chapters								
	Number of Chapter Identified and facilitated for organization	EESalamat	1	1	4	5	5	4.7	
	PI 3. Produce Articles for the Alumni Notes								
	Number of Articles written	EESalamat	2	2	4	5	4	4.3	
	Number of articles solicited from ACs or off-campus alumni	EESalamat/A MLumacad	2	2	4	5	4	4.3	
ACRO MFO 2. Academic and Resource Generation Partnership	PI 4. Monitor Alumni Scholars and Program								
	Number of scholars monitored	EESalamat	3	3	4	5	5	4.7	
	Number of meetings with scholars	EESalamat/A MLumacad	2	2	4	5	5	4.7	

	Number of notices of meeting sent to scholars	EESalamat	2	2	4	5	5	4.7	
	Periodic fund disbursement for scholars	EESalamat	2	2	4	5	5	4.7	
	Number of scholar's vouchers prepared	MDLatras	2	2	4	5	5	4.7	
	Number of announcements posted for projects or programs where alumni can get involved	EESalamat	1	1	4	5	4	4.3	
ACRO MFO 3. Monitoring and Recognition Services	PI 5. Monitor alumni whereabouts and feedback								
	Number of notices posted on social media soliciting data from alumni	EESalamat	1	2	5	5	5	5	
	Number of ACs informed to post alumni communication	EESalamat	20	20	4	5	4	4.3	
	Number of survey/feedback	EESalamat	20	20	4	5	4	4.3	

	s docs posted on their respective alumni groups								
ACRO MFO 4. General Administrative and Support Services	PI 6. Encode tracer forms for alumni database Number of tracer forms encoded	MDLatras	1,200	6801	5	5	5	5	
	PI 7. Lay out and Printing Alumni IDs Number of Alumni IDs Printed	ID printing in charge EERamirez	700	1200	5	5	5	5	
	PI 8. Voucher Preparation for Wages Number of vouchers prepared	AMLumacad	24	24	4	5	5	4.7	
	PI 9. Drafting Communication and docs for processing and filling following docs prepared, processed and	AMLumacad	100%	100%	4	5	4	4.3	

	<p>filed as needed</p> <p>communication/ letter requests typed as needed</p> <p>Number of PPMP and PRs made</p> <p>Docs Filing as needed</p>	<p>AMLumacad</p> <p>AMLumacad</p> <p>AMLumacad</p>	<p>100%</p> <p>2</p> <p>100%</p>	<p>100%</p> <p>5</p> <p>100%</p>	<p>4</p> <p>5</p> <p>4</p>	<p>5</p> <p>5</p> <p>5</p>	<p>5</p> <p>3</p> <p>5</p>	<p>4.7</p> <p>4.3</p> <p>4.7</p>	
	<p>PI 10. Maintenance and Upkeep of Balay Alumni and its premises</p> <p>Frequency of grass cutting and cultivating plants in the landscape</p> <p>Frequency of cleaning CR floors, sinks and bowls</p> <p>Frequency of sweeping yard and alleyways of the balay alumni</p> <p>Frequency of dust, sweeping and arranging of ACRO Office</p>	<p>DCastillon/A M Lumacad</p> <p>DCastillon/A M Lumacad</p> <p>AMLumacad /DCastillon</p> <p>AMLumacad /MDLatras</p>	<p>6</p> <p>24</p> <p>70</p> <p>120</p>	<p>6</p> <p>24</p> <p>72</p> <p>120</p>	<p>4</p> <p>4</p> <p>5</p> <p>4</p>	<p>5</p> <p>3</p> <p>5</p> <p>5</p>	<p>4</p> <p>4</p> <p>4</p> <p>5</p>	<p>4.3</p> <p>3.6</p> <p>4.7</p> <p>4.7</p>	

	PI 11. Supervision and checking of assigned task and monitoring attendance Daily checkup for assigned task and attendance (with attendance log book)	AMLumacad	120	120	4	5	5	4.7	
	PI 12. For safety measures during this pandemic ACRO office provides a Foot Bath, an Alcohol and area to wash our hands	ACRO Staff	100%	100%	4	5	5	4.7	Zero non-conformity
	PI 13. Social Distancing on receiving documents through window	ACRO Staff	100%	100%	4	5	5	4.7	Zero non-conformity
	PI 14. Alumni ID Issuance Releasing of IDs as requested	AMLumacad	100%	99.92%	3	5	5	4.33	Zero complaint from clients

	PI 15. Facilitating Clearance of Graduating Students Graduating students Clearance certificate issued	AMLumacad /EESalamat	100% as requested	100%	4	5	5	4.7	Zero complai nt from clients
Total Over-all Rating								149.93	
Average Rating								4.54	
Adjectival Rating								OUT STAND ING	

Received by:


DANIEL LESLIE S. TAN
 Planning Office

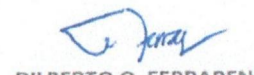
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Calibrated by:


REMBERTO A. PATINDOL
 PMT Chair

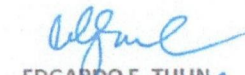
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Recommending Approval:


DILBERTO O. FERRAREN
 VP-PRGAS

Date: January 8, 2021

Approved by:


EDGARDO E. TULIN
 President

Date: _____

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