

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, Josefina M. Larrosa, Manager, VSU Guesthouse/Pavilion commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January - December 2022.

Josefina M. Larrosa
JOSEFINA M. LARROSA
 Manager

Approved:

Edgardo E. Tolin
EDGARDO E. TOLIN
 President



Appointment/ Status	Position Title	Number
Head	Manager/Admin. Asst. III	1
Regular Staff	Food Service Supervisor	1
	Household Attendant I	2
Casual Staff	Admin. Aide I	1
Job Order	Chefs, Food Servers/Attendants, Front Desk Clerk, etc.	14
	TOTAL	19

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

No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
MFO No. 5 Support to Operations	Efficient & customer friendly frontline service	Zero percent complaint from client served	J. Larrosa A.M. C. Godoy R. Tanaid B. Javier L. Caintic JO workers	Zero valid complaint						
	Efficient food catering services and pavilion canteen operations	No. of food catering services and daily canteen operations	J. Larrosa A.M. C. Godoy R. Tanaid B. Javier L. Caintic JO workers	1,500 catering services and canteen operations						

	Effective financial management	Gross income generated from catering & canteen operations	J. Larrosa A.M. C. Godoy R. Tanaid B. Javier	5M						
		No. of financial documents and reports processed for collection and payments	L. Caintic JO workers	1,000 financial documents and reports processed						
	Total Over-all Rating									
	Average Rating									
	Adjectival Rating									

Received by:

tm
TONI MARC L. DARGANTES
Planning Office 7/18/2022

Calibrated by:

[Signature]
DANIEL LESLIE S. TAN
Chairman, PMT JUL 22 2022

Approved:

[Signature]
EDGARDO E. TULIN
President JUL 23 2022

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