

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **ALLEN GLENNIE P. LAMBERT**, Head of the Office of the President 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 2021**.

ALLEN GLENNIE P. LAMBERT
Executive Assistant

APPROVED:

EDGARDO E. TULIN
President

Appointment/ Status	Position Title	Number
Head	Executive Assistant	1
Regular Admin Staff	Admin Officer IV	1
	Admin Officer II	1
	Admin Assistant III	1
	Admin Aide IV	2
	Admin Aide I	1
	Media Production Specialist II	1
Casual Staff	Admin Aide III	1
Job Order	Clerk	1
	TOTAL	10

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

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178
25 NOV 2021



UMFO No.	OP MFO	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target (Jan-Dec, 2021)	Accomplish-ment	Rating				Remarks
						Jan-June 2021	Q ¹	E ²	T ³	A ⁴	
UMFO 6. General Administration Support Services											
	OP MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	All OP 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 OP staff	100%	100%	5	5	5	5.00	
			Safe and timely driving services and well-maintained vehicle	N. B. Quimco	100%	100%	5	5	5	5.00	
	OP MFO 2	Management and Executive Services	Effective and Efficient Management and Paperwork Services								
				Number of Memoranda/Special Orders/Certifications issued	AGP Lambert, Jr., J. M. Larrosa, LA Pamaos	800	753	4.5	5	5	5.00

			No. of documents reviewed, processed & released within the day it is acted by the President or OIC	AGP Lambert, Jr., E. B. Albiso, MTM. Avila, R. Bagarinao, LA Pamaos	14,000	5,165	5	5	4.5	4.83	
			No. of correspondence and reports prepared and released	AGP Lambert, Jr., J. M. Larrosa, MB. Ubay, LA Pamaos	300	1049	5	5	4.5	4.83	
			No. of projects and graduate classes of the President administratively assisted	AGP Lambert	3	2	5	5	4.5	4.83	
			Number of offices under OP and special projects coordinated	AGP Lambert, MBUbay	10	10	5	5	5	5.00	
			Effective and Efficient Public Relations Services								
			No. of MOU/MOAs forged for establishment of linkages	AGP Lambert, J. M. Larrosa, LA Pamaos, MTM. Avila	150	57	5	5	5	5.00	
			No. of records compiled and retrievable	E. B. Albiso, J. M. Larrosa, EP B. Tulin, LA Pamaos, MTM. Avila,	20 bound files	10	5	5	5	5.00	
			No. of photocopying/reproduction services	EP B. Tulin, J. M. Larrosa, R. Bagarinao, MTM. Avila, MB. Ubay, LA Pamaos	8,000	4,000	5	5	5	5.00	
			Effective and Efficient President's Calendar Management								
			No. of events organized/coordinated/photodocumented	AGP Lambert, EP B. Tulin, MB. Ubay, MTM. Avila	20	36	5	5	5	5.00	
			100% of meetings and travels convened/presided/facilitated/photo-documented	AGP Lambert, MTM. Avila, MB. Ubay	100%	100%	5	5	5	5.00	
			100% of committee assignments steered and complied	AGP Lambert, J. M. Larrosa, E B. Albiso, R. Bagarinao, MB. Ubay, LA Pamaos, MTM. Avila	100%	100%	5	5	5	5.00	
			Total Over-all Rating							69.50	
			Average Rating							4.96	
			Adjectival Rating								

1- Quality

2- Efficiency

3-Timeliness

4-Average

Reviewed by:


DILBERTO O. FERRAREN
 Planning Office


Date: **NOV 18 2021**

Calibrated by:


DANIEL LESLIE S. TAN
 Chairman, PMT

Date: _____

Approved by:


EDGARDO E. TULINA
 President

Date: _____