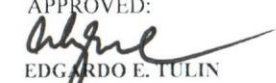


OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, FRANCISCO G. GABUNADA, JR., 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 -June 2018


FRANCISCO G. GABUNADA, JR.
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	2
Casual Staff	Admin Aide III	1
	Science Research Assistant	1
Job Order Staff	Clerk	1
	TOTAL	11

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

UMFO No.	OP MFO	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target (Jan. - June 2018)	Accomplishment	Rating				Remarks
						(January – June 2018)	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	no complaint	5	5	5	5	
			Maintained workplace in compliance to ISO-5s	R. Bagarinao and All OP staff	100%	95%	4	5	4	4.33	
			Safe and timely driving services and well-maintained vehicle	N. B. Quimco, LA Pamaos	100%	98%	5	5	4	4.67	
	OP MFO 2	Management and Executive Services	Effective and Efficient Management and Paperwork Services								
			Number of Memoranda/Special Orders/Certifications issued	Prof. F. G. Gabunada, Jr., H. V. Colis, J. M. Larrosa, LA Pamaos	300	400	5	5	4	4.67	

No. of documents reviewed, processed & released within the day it is acted by the President or OIC	Prof. F. G. Gabunada, Jr., H. V. Colis, E. B. Albiso, M. C. Faelnar, R. Bagarinao, LA Pamaos	7,500	8,147	5	5	4	4.67
No. of correspondence and reports prepared and released	Prof. F. G. Gabunada, Jr. H. V. Colis, J. M. Larrosa, LA Pamaos	300	424	5	5	5	5
No. of projects and graduate classes of the President administratively assisted	EP B. Tulin	5	5	5	4	4	4.33
Number of offices under OP and special projects coordinated	F. G. Gabunada, Jr., H. V. Colis	10	10	5	5	5	5
Effective and Efficient Public Relations Services							
No. of MOU/MOAs forged for establishment of linkages	Prof. F. G. Gabunada, Jr., H. V. Colis, M. C. Faelnar, J. M. Larrosa, LA Pamaos	150	207	5	5	5	5
No. of records compiled and retrievable	M. C. Faelnar, E. B. Albiso, J. M. Larrosa, EP B. Tulin, LA Pamaos	25 bound files	30	5	4	4	4.33
No. of photocopying/reproduction services	EP B. Tulin, J. M. Larrosa, R. Bagarinao, M. C. Faelnar, M. Ubay, LA Pamaos	10,000	15,000	5	5	5	5
Effective and Efficient President's Calendar Management							
No. of events organized/coordinated/photodocumented	Prof. F. G. Gabunada, Jr., H. V. Colis, EP B. Tulin, M. C. Faelnar, M. Ubay	30	30	5	5	5	5
No. of meetings and travels convened/presided/facilitated/photo-documented	Prof. F. G. Gabunada, Jr., H. V. Colis, EP B. Tulin, M. C. Faelnar, M. Ubay	100%	100%	5	5	5	5
100% of committee assignments steered and complied	Prof. F. G. Gabunada, Jr., H. V. Colis, EP B. Tulin, J. M. Larrosa, E B. Albiso, R. Bagarinao, M. C. Faelnar, M. Ubay, LA Pamaos	100%	95%	5	5	5	5
Total Over-all Rating				69	68	64	67
Average Rating				4.93	4.86	4.57	4.79
Adjectival Rating							

1- Quality

2- Efficiency

3-Timeliness

4-Average

4.79

Received by:

Calibrated by:

Approved by:

Planning Office

REMBERTO A. PATINDOL
Chairman, PMT

EDUARDO E. TULIN
President

Date: _____

Date: _____

Date: _____