

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 - June 2020.

Josefina M. Larrosa
JOSEFINA M. LARROSA
Manager

Approved:

Edgardo E. Tulin
EDGARDO E. TULIN
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.	16
	TOTAL	21

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


No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target Jan. - Dec. 2020	Actual Accomplishment (Jan- June 2020)	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	Zero valid complaint	5	5	5	5	
	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	1,700 catering services and canteen operations	1003 catering services and canteen operations	5	5	4	4.66	

	Effective financial management	Gross income generated from catering & canteen operations	J. Larrosa A.M. C. Godoy R. Tanaid B. Javier L. Caintic JO workers	13M	7.5M	5	5	5	5	
		No. of financial documents and reports processed for collection and payments		1,200 financial documents and reports processed	609 financial documents and reports processed	4	4	4	4	
	Total Over-all Rating								18.66	
	Average Rating								4.66	
	Adjectival Rating								VS	


Received by:


DILBERTO O. FERRAREN
 VP, PRGEA

Calibrated by:


REMBERTO A. PATINDOL
 Chairman, PMT

Approved:


EDGARDO E. TULIN
 President

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