


Visayas State University
VSU Printing Press/MMDC

Visca, Baybay City, Leyte


OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)



I, JED ASAPH D. CORTES, Head of the VSU Printing Press/MMDC, commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period January to June 2022.


JED ASAPH D. CORTES
 Head, VSU Printing Press/MMDC
 Date:

Approved:


BEATRIZ S. BELONIAS
 VP for Academic Affairs
 Date:

INFORMATION ON PERSONNEL


Personnel	Number
Head of VSU Printing Press(designee)	1
Admin Aide IV (Printing Press Staff)	1
Clerk (Job Order)	1
Utility/Messenger (Job order)	1


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


MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments		Rating				Remark
					% Accom-plishment as of June 2022	Details of Accom-plishments	Quality	Efficiency	Timeliness	Average	
UMFO 5: Support to Operations (STO)											
VPP MFO 11. Printing and Binding Services											
	PI 1: Percentage of printing requests served successfully within prescribed service period		VPP Head, VPP staff, clerk, utilityman	100	120.0%	120	5	4	5	4.67	

OK

	PI 2: Percentage of binding requests served successfully within prescribed service period	VPP Head, VPP staff, clerk, utilityman	100	150.0%	150	5	5	5	5.00	
	PI 3: Number of printing & binding requests served	VPP/MMDC staff	50	160.0%	80	5	4	5	4.67	
	PI 4: Printing & binding sales generated in Philippine pesos	VPP Head, VPP staff, clerk, utilityman	P100,000.00	189.6%	P189,573.00	5	5	5	5.00	
UMFO 6. General Administration and Support Services (GASS)										
VPP MFO 2. Administrative and Facilitative Services										
	PI 5: Number of documents/forms/reports/prepared/reviewed/processed	VPP/MMDC staff	100	220.0%	220	5	5	5	5.00	
	PI 6. Efficient & customer-friendly frontline services	Zero percent complaint from clients served	0% complaints from clients served	no complaint	0 complaint	5	5	5	5.00	
Total Over-all Rating						29.333				
Average Rating						4.889				
Adjectival Rating						Outstanding				

Received by: 
TONI MARC L. DARGANTES
 Planning Office
 Date: 7/20/2022

Calibrated by: 
DANIEL LESLIE S. TAN
 Chairman, PMT
 Date: JUL 22 2022

Approved: 
EDGARDO E. TULIN
 President
 Date: 7/20/2022