

301 16P 9k

OPPRGAS # 211068 ^{OP 7/2}

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, CRISLIN CRUZ-CORTEZ, Director, RGAS/IGP commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the January - June 2024

CRISLIN CRUZ-CORTEZ

Director, RGAS

7/10/24

APPROVED:

MOISES NEIL V. SERIÑO

VP, PRGAS

7/12/24



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

Appointment/Status	Position Title	Number
Head	Officer-In-Charge	1
	TOTAL	1

NO.	MFOs/PAPs	Success Indicators	Target	Actual Accomplishment	Persons Responsible	Rating				Remarks
						Q1	E2	T3	A4	
	PRGEA MFO1:									
	Efficient & customer friendly frontline service	0% complaint from client served	Zero complaint	Zero complaint	IGP Director, IGP staff	5	5	5	5	
	Effectively acted administrative & financial documents	Number of Contract of Lease renewed and signed as witness	25	24	IGP Director, IGP staff	5	4.75	5	5	
		Number of letter request and notices/communications sent	20	10	IGP Director, IGP staff	5	5	4.5	5	
		Number of staff hired to facilitate IGP projects and activities	2	2	IGP Director	5	5	5	5	
	Administrative & management meetings	Number of actively attended administrative and management meetings	8	8	IGP Director, IGP BOM	5	4.75	5	5	
		Number of new proposal submitted/evaluated	1	1	IGP Director, IGP BOM	5	5	4.75	5	

NO.	MFOs/PAPs	Success Indicators	Target	Actual Accomplishment	Persons Responsible	Rating				Remarks
						Q1	E2	T3	A4	
		Number of updated policies and guidelines	1	1	IGP Director, IGP BOM	5	4.75	5	5	
	PRGEA MFO 3: Management & monitoring services	Percentage of RF/STF managers complying with thre requirements set by the Board of Management								
		*Efficient monthly financial report	100%	100%	IGP Director, IGP staff	5	4.75	5	5	
		*Scheduled regular inventory and review of IGP projects	100%	100%	IGP Director, IGP staff	5	5	4.75	5	
	Effective & efficient income generation from Implemented projects	Income generated from STF-IGP projects in support to instruction, research and extension	1M	1M	BOM, IGP Director	5	5	4.75	5	
		Income generated from RF-IGP to support university projects	1M	1 M	BOM, IGP Director	5	5	4.75	5	
	Best Practices & Innovations	Regular repair and maintenance of IGP facilities	70%	70%	IGP Director, IGP Staff	5	4.75	5	5	
		Total Over-all Rating								59.31
		Average Rating								4.9
		Adjectival Rating								

Received by:

TONI MARC L. DARGANTES

Planning Office

Date: JUL 15 2024

Calibrated by:

EWJH JAY V. YU

Chairman, PMT

Date: 7/12/24

Approved by:

PROSE IVY G. YEPES

VSU President

Date: 09/06/24

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average