


"EXHIBIT A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

JAN 23 2019

I, Argina M. Pomida, Head of the OAS/IGP commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1, 2018 to December 31, 2018.


ARGINA M. POMIDA
 Head of Unit
 Date: _____

Noted:

Approved:


DILBERTO O. FERRAREN
 VPPRGEA

EDGARDO E. TULIN
 President

Personnel	Designation	Number
Head	Director for Auxiliary Services & IGP	1
Regular Staff	Administrative Aide III	1
Total		2

Rating Equivalents:

5 – Outstanding
 4 – Very Satisfactory
 3 – Satisfactory
 2 – Fair
 1 – poor

MFOs/PAPs	Success Indicators	Targets	Actual Accomplishment	Unit/Persons Responsible	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient and customer friendly frontline service	0% complaints from client served	0 complaint	0 complaints	Director/IGP Staff	5	5	5	5	
Administrative and financial documents processed	Timely review and signing of Revolving Fund, Special Trust Fund, Monthly Financial Report for IGP projects managed and supervised and other official documents prepared and processed	Official documents prepared and processed are acted and released on time	All official documents prepared and processed are acted and released on time	Director/IGP Staff	5	5	5	5	
Management and monitoring services	Percentage of RF/STF managers and concessionaires complying with requirements and policies set by the Board of Management	60%	75%	BOM/Director/IGP Staff	5	5	4	4.67	

	Regular physical evaluation and inventory of IGPs	Regular visit of IGPs to evaluate status of the project	Visited IGPs and cited ways to improve project's income generation and performance	IGP Director	5	4	4	4.33	
Effective and efficient Income Generation from Implemented projects	Improved gross income generated from STF-IGP projects in support to instruction, research and extension	3M	7.01M	BOM/Director	5	5	5	5	
	Improved Gross income generated from RF-IGP to support university	3M	6.49M	BOM/ Director	5	5	5	5	
Best practices & Innovations	Effective implementation of Waste Segregation and Management	Implementation of Garbage Segregation and Management	Implemented Garbage Segregation and Management for VSU Market Project	Director/IGP Staff/Landscape Staff	5	5	5	5	Series of communications and reminders to effectively establish garbage segregation and management
	Timely dissemination for communications and meetings and trainings to be facilitated	Facilitates training and regular conduct of meetings with concessionaires	Enhanced quality of services provided by the concessionaires through series of communications/meetings and training	Director/IGP Staff	5	5	5	5	Facilitated Fire Safety and Prevention and Earthquake Drill
Total Over-all Rating	39.00								
Average Rating	4.88								
Adjectival Rating	Outstanding								

Received by:

Planning Office

Date: _____

1 – Quality

Calibrated by:


REMBERTO A. PATINDOL
PMT

Date: _____

2 – Efficiency

Recommending Approval:


DILBERTO O. FERRAREN
VPPRGEA

Date: _____

4 – Average

Approved:


EDGARDO E. TULIN
President

Date: _____

3 – Timeliness