

OPA 11703
11/20

"Exhibit A"

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 2019.

J. Larrosa
JOSEFINA M. LARROSA
Manager

Approved:

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. 2019	Actual Accomplishment	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	4	5	4.66	
	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	1,500 catering services and canteen operations	1,400	4	4	4	4	

	Effective financial management	Gross income generated from catering & canteen operations	J. Larrosa A.M. C. Godoy R. Tanaid	12M	10M+	5	5	5	5	
		No. of financial documents and reports processed for collection and payments	B. Javier L. Caintic JO workers	1,200 financial documents and reports processed	700 financial documents and reports	4	4	4	4	
	Total Over-all Rating								17.66	
	Average Rating								4.41	
	Adjectival Rating								Very Satisfactory	

Received by:



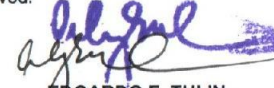
DILBERTO O. FERRAREN
VP, PRGEA

Calibrated by:



REMBERTO A. PATINDOL
Chairman, PMT

Approved:



EDGARDO E. TULIN
President

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