

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, NEVIN A. PACADA, Head, Visayas State University-Cebu Office(VCO) commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period July 1 - December 31, 2021.

Approved:

NEVIN A. PACADA  
Head, VCO

Date

RYSAN C. GUINOCOR  
OIC Director for Administrative Services



Appointment/Status	Position Title	Number
Head	Admin. Assistant II	1
Regular Staff	Admin. Aide IV	1
Job Order	Caretaker	1
	TOTAL	3

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


GASSs/PAPs	Success Indicators	Persons Responsible	Target (Jul. - Dec. 2021)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UGAS5: SUPPORT TO OPERATIONS									
ODAS STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
<u>ODAS STO 3:</u> <u>ARTA aligned</u> <u>frontline services</u>	<u>PI 1:</u> Efficient & customer friendly frontline service	All VCO Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	5	4	5	4.67	
ODAS STO4: INNOVATIONS & BEST PRACTICES									
<u>VCO STO 1:</u> <u>Innovations &amp; new</u> <u>Best Practices</u>	<u>PI 1:</u> Number of new systems/innovations/ proposals introduced and implemented	All VCO Staff	2 QPs revised and submitted to QAC for approval processing, 4 monitoring forms accomplished, all transmittal data encoded immediately to Accomplishment Table after each transmittal preparation for future report reference	2 QPs revised and submitted to QAC for approval processing, 9 monitoring forms accomplished, all transmittal data encoded immediately to Accomplishment Table after each transmittal preparation for future report reference	5	4	4	4.33	

GASSs/PAPs	Success Indicators	Persons Responsible	Target (Jul. - Dec. 2021)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO6: GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS)									
ODAS GASS 11: VSU-CEBU OPERATION AND MANAGEMENT									
VCO GASS 1: VSU-Cebu Operation and Management	<b>PI 1:</b> No. of procurement-related services performed	N. Pacada, R. Gioman	30 RFQs, 20 POs, 70 checks served and retrieved; 6 ACIC, 4 NOA, 3 NTP, 3 CA delivered; 30 purchased items picked up; 35 shipments facilitated	39 RFQs, 26 POs, 100 checks served and retrieved; 6 ACIC, 5 NOA, 3 NTP, 5 CA delivered; 37 purchased items picked up; 50 shipments facilitated	5	5	4	4.67	
	<b>PI 2:</b> Number of reports/ for replenishment/payroll documents submitted to IGP, COA, and Accounting	Nevin A. Pacada	6 monthly reports to IGP, 10 monthly report on cash receipts and cash disbursements to COA, 9 for replenishments, 10 payrolls, and 1 payment vouchers to Accounting	6 monthly reports to IGP, 12 monthly report on cash receipts and cash disbursements to COA, 13 for replenishments, 12 payrolls, and 1 payment vouchers to Accounting	5	5	4	4.67	
	<b>PI 3:</b> No. of linkages with external agencies maintained	N. Pacada, R. Gioman	3 (Cebu City Hall, Camputhaw Brgy Hall, LBP-Mango)	4 (DOST, LBP-Mango), USC, CIT-U	5	5	4	4.67	
	<b>PI 4:</b> No. of staff meetings presided/conducted to discuss problems & solutions	N. Pacada	5 staff meetings conducted	6 staff meetings conducted	4	4	4	4.00	
	<b>PI 5:</b> No. of minutes of staff meetings prepared	N. Pacada	6 minutes of meetings prepared	6 minutes of meetings prepared	4	4	5	4.33	
	<b>PI 6:</b> No. of liaisoning services requested from the main campus facilitated/complied	N. Pacada, R. Gioman	3 requests facilitated	5 requests	5	5	5	5.00	
	<b>PI 7:</b> No of assistance to guests on official travel in Cebu facilitated/complied	N. Pacada, R. Gioman	0 requests for assistance attended and facilitated	0 requests for assistance attended and facilitated					Due to COVID-19 pandemic




GASSs/PAPs	Success Indicators	Persons Responsible	Target (Jul. - Dec. 2021)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	<b>PI 8:</b> VSU Cebu Office building and lawn cleaned and well maintained and clients/guests well entertained	All VCO Staff	zero complaint from clients/guests service rated very satisfactory or higher	zero complaint from clients/guests service rated very satisfactory or higher	5	4	5	4.67	
	<b>PI 9:</b> Number of lodging accomodation frontline-related services performed	All VCO Staff	14 guests welcomed and registered at reception, 14 guests provided room accomodation, 12 ORs issued for lodging service fees	19 guests welcomed and registered at reception, 19 guests provided room accomodation, 13 ORs issued for lodging service fees	4	5	5	4.67	
	<b>PI 10:</b> Number of weekly general cleaning services of the VCO premises performed	N. Pacada, R. Gioman	19 weeks general cleaning services	23 weeks general cleaning services	5	5	4	4.67	
	<b>PI 11:</b> Number of maintenance/repair services performed	All VCO Staff	19 maintenance/repair services performed	30 maintenance/repair services performed	5	5	4	4.67	
		Total Over-all Rating						<b>55.00</b>	
		Average Rating						<b>4.58</b>	
		Adjectival Rating						<b>VS</b>	


Received by:

  
**DILBERTO O. FERRAREN**  
 Planning Office  
 Date: 25 Jan 2022


Calibrated by:

  
**DANIEL LESLIE S. TAN**  
 Chairman, PMT  
 Date: 1/18/22

Recommending approval:

  
**DANIEL LESLIE S. TAN**  
 VP for Admin & Finance  
 Date: 1/18/22

Approved by:

  
**EDGARDO E. TULINA**  
 University President  
 Date: 1/24/22

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