

7/13
PANDY / V. ANTONA

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **JUNITO A. PANONCE**, Head, Student Scholarship, Grants and Awards 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-December 2024.

[Signature]

JUNITO A. PANONCE

Head, Student Scholarship Grants and Awards

09 JUL 2024
Date

Approved:

[Signature]

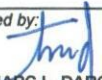

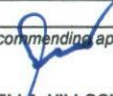
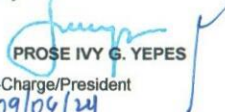
CHRISTINA A. GABRILLO

Dean of Students

10 JUL 2024
Date



Appointment/Status	Position Title	Number	Rating Equivalents:						
Designated	Head, Student Scholarship Grants and Awards Office	1	5 - Outstanding						
Job Order	Clerk	1	4 - Very Satisfactory						
			3 - Satisfactory						
	TOTAL	2	2 - Fair						
			1 - Poor						
MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2024)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1. WORLD CLASS EDUCATION									
Quality Assurance	PI 1. Efficient and effective delivery of quality procedure	Student Scholarship Grants and Awards	100%	98%					
	PI 2. Percentage of NCs received and acted	Student Scholarship Grants and Awards	100%	100%					
	PI 3. Percentage of CARs received and acted	Student Scholarship Grants and Awards	100%	100%					
	PI 4. Response to OFIs of 5th IQA and SSA	Student Scholarship Grants and Awards	100%	100%					
Support to Students	PI 1. Efficient and effective facilitating of student scholarship	Student Scholarship, Grants and Awards	95%	98%					
UMFO 2. General Administration and Support Services									
OVPSAS STO 2. GASS	PI 1. Percentage of Reports submitted on time to partner agencies and other regulatory bodies	Student Scholarship, Grants, Awards	100 % reports submitted on time	100%					
	PI 2. Percentage of documents and records received and systematically filed and recorded within the day of receipt.	DSO DDRC's	100%	98%					
	PI 3. Percentage of clients served that rated the services rendered at least very satisfactory or higher	Student Scholarship, Grants and Awards	95% of clients rated services as very satisfactory or higher	98%					
	PI 4. Percentage of administrative services and financial/ administrative documents acted within time frame	Student Scholarship, Grants and Awards	100% documents acted (with absolute figures)	100/%					
	PI 5. No. of council/board/committee assignments served/functions performed	Student Scholarship, Grants and Awards	1 committee	2 committees					
	PI 6. No. of staff meetings presided	Student Scholarship, Grants and Awards	1 meeting per quarter	1 meeting					

MFOs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2024)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 7. Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit	Student Scholarship, Grants and Awards	100% ISO compliant evidences readily available	100%					
UMFO 3 INNOVATIONS & BEST PRACTICES									
<u>OVPSAS STO 3: Innovations & new Best Practices Development Services</u>	PI 1. Number of new systems/innovations/proposals introduced and implemented	Student Scholarship, Grants and Awards	1	1					Honors and Awards Convocation
	PI 2. Number of best/good practices shared to other agencies and/or entries submitted to any search for best practices	Student Scholarship, Grants and Awards	1	0					
	Total Over-all Rating								
	Average Rating								
	Adjectival Rating								
Received by:  TONI MARC L. DARGANTES Planning Office Date: <u>JUL 15 2024</u>		Calibrated by:  ELWIN JAY A. YU Chairman, PMT Date: <u>7-22-24</u>		Recommending approval:  ALELI A. VILLOCINO Vice President Date: <u>11 JUL 2024</u>		Approved by:  PROSE IVY G. YEPES Officer-In-Charge/President Date: <u>09/04/24</u>			