

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **DANIEL LESLIE S. TAN**, Vice President for Administration and Finance, commits to deliver and agree to be rated on the attainment of the following accomplishments indicated in accordance with measures for the period **July 1 - December 31, 2022**.

Approved:

DANIEL LESLIE S. TAN
Head of the Unit

EDGARDO E. TULIN
President



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

Personnel Composition	Position Title/Designation	Number
Head	VP for Administration and	1
Regular Admin Staff	Administrative Officer II	1
	Administrative Aide I	1
Job Order Staff	Administrative Aide VI	1
	Administrative Aide I	2
		6
GRAND TOTAL		

GRAND TOTAL						6					
MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target (July-Dec 2022)	Details of Actual Accomplishments	Percentage as of December 31, 2022	Rating				Remarks	
						Q ¹	E ²	T ³	A ⁴		
UMFO5: Support to Operations (STO)											
VPAF STO1: ISO 9001:2015 aligned documents	Number of quality procedures prepared/revised	DLS Tan, All Office/Unit Heads under OVPAF	15 quality procedures prepared and submitted	24 quality procedures revised, prepared, submitted and in on-going status.	160%	5	5	4	4.67	ODAS-7, ODFM - 3, ODHRM - 10, USHER - 4	
	Number of required mandatory operations manuals prepared and submitted	DLS Tan, All Office/Unit Heads under OVPAF	5 operations manual prepared and submitted	5 operations manual prepared and submitted	100%	5	5	4	4.67	ODAS - 2, ODHRM - 2, USHER - 1	
VPAF STO3: ARTA aligned compliance and reporting requirements	Percentage of external clients served and rated the service at least very satisfactory or higher	DLS Tan, RH Dohiling, DP Jayme, FAA Santos, AD Circulado, LT Llano	95% external clients served and rated at least very satisfactory or higher	100% external clients served and rated at least very satisfactory or higher	105%	5	5	5	5.00		
VPAF STO4: Innovations & Best Practices	Number of systems continuously implemented and used	DLS Tan/ ODHRM/ OHRA/ SPPMO/ODFM/HRIS Team	6	6	100%	5	5	4	4.67	HR Management Information Systems	
	Percentage operationalization of HRMIS on RSP	DLS Tan, ODAHRD, Web Team, DCST, UCC	80% operationalized	100% operationalized	125%	5	5	5	5.00		

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UMFO6: General Administrative and Support Services										
VPAF GASS 1: Administrative and Support Services Management	Percentage of clients/personnel supervised for efficient office management and maintenance of rooms, facilities and documents	LT Llano, RH Dohiling, DP Jayme, FAA Santos, AD Circulado	100% clients/personnel supervised for efficient office	100% clients/personnel supervised for efficient office	100%	5	5	5	5.00	
	Percentage of administrative services and financial/administrative documents acted within time frame	LT Llano, RH Dohiling, DP Jayme, FAA Santos, AD Circulado	100% admin services acted within time frame	100% admin services acted within time frame	100%	5	5	5	5.00	
	Efficient and effective disbursement of funds within prescribed time and in accordance with DBM/COA and other rules & regulations	DLS Tan	1,025 approved vouchers	4,493 approved vouchers, payrolls, PACS, communications etc.	438%	5	5	5	5.00	July - 615, Aug.- 662, Sept.-735, Oct.-571, Nov.- 878, Dec.-1,032
	Number of linkages with external agencies maintained	DLS Tan, RH Dohiling, Office/Unit Heads	20 external linkages	20 external linkages	100%	5	5	5	5.00	
	Number of offices and units directly supervised, monitored and coordinated	DLS Tan, RH Dohiling	24 offices	24 offices	100%	5	5	5	5.00	USHER, ICTMC, OUDRRM, ODFM, OHB, OHA, ODAS, OHP, OHSP, OHCO, OHC, OHRA, OHGS, ODHRM, OHRSP, PMRR, LDHRA, PLB, ODPP, OHPPES, OHMPS, OHGLM, OHBHM, OHILE
	Number of major university committees chaired and coordinated	DLS Tan	9 committees chaired and coordinated	13 committees chaired and coordinated	144%	5	5	5	5.00	NAPB, VASC, PMT, AO25 Comm., Crisis Mgt., Risk Mgt., Inspectorate Team, VCADUPOA, OSH, EECC., Calibration Comm., OVPAF Director's Comm., VSU Finance Comm.,

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	Number of administrative meetings conducted for effective management and implementation of offices and projects	DLS Tan, RH Dohiling	23	103 (Jul-13, Aug-16, Sept-30, Oct-19, Nov-13, Dec-12)	448%	5	5	5	5.00	Based on the Notice of Meeting and accomplishment report.
	Number of major university committees meetings conducted to effectively coordinate and implement plans	DLS Tan, RH Dohiling	5	33 (Jul-9, Aug-1, Sept-11, Oct-2, Nov-5, Dec-5)	165%	5	5	5	5.00	Based on the Notice of Meeting and accomplishment report.
	Efficient & customer-friendly frontline service	DLS Tan, OVPAF Staff	Zero Complaint	Zero Complaint	100%	5	5	5	5.00	
VPAF GASS 2: Human Resource Management and Development	ISO 9001:2015 aligned documents and compliant processes	DLS Tan, HSV Colis, ODHRM Staff	100%	100.00%	100%	5	5	5	5.00	
	Innovation and best practices services	DLS Tan, HSV Colis, ODHRM Staff	100%	108.33%	108%	5	5	5	5.00	
	Administrative and support services management	DLS Tan, HSV Colis, ODHRM Staff	100%	118.33%	118%	5	5	5	5.00	
	Human resource management and development	DLS Tan, HSV Colis, ODHRM Staff	100% compliant	100% compliant	100%	5	5	5	5.00	
	Effective and efficient implementation of the recruitment, selection and placement systems and processes	DLS Tan, HSV Colis, ODHRM Staff	100%	171.91%	172%	5	5	5	5.00	
	Effective and efficient implementation of the University L&D systems and processes	DLS Tan, HSV Colis, ODHRM Staff	100%	207.91%	208%	5	5	5	5.00	
	Effective and efficient implementation of the University performance management and recognition systems, policies, processes and practices	DLS Tan, HSV Colis, ODHRM Staff	100%	109.13%	109%	5	5	5	5.00	
	Effective and efficient implementation of the payroll and leave benefits systems, policies and processes	DLS Tan, HSV Colis, ODHRM Staff	100%	227.44%	227%	5	5	5	5.00	
	ISO 9001:2015 aligned documents and compliant processes	DLS Tan, RC Guinocor, All ODAS, OHRA, OHP, Cash, GSO, Cebu, Supply Office Staff	95%	95.00%	100%	5	5	5	5.00	
VPAF GASS 3: Administrative Services										


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	ARTA aligned frontline services	DLS Tan, RC Guinocor, All ODAS, OHRA, OHP, Cash, GSO, Cebu, Supply Office Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	100%	5	5	5	5.00	
	Innovation and new best practices development services	DLS Tan, RC Guinocor, All ODAS, OHRA, OHP, Cash, GSO, Cebu, Supply Office Staff	100%	200.00%	200%	5	5	5	5.00	
	Administration and support services management	DLS Tan, RC Guinocor, All ODAS, OHRA, OHP, Cash, GSO, Cebu, Supply Office Staff	100%	295.13%	295%	5	5	5	5.00	
	FOI aligned frontline services	DLS Tan, RC Guinocor, MRS Miraflor, GM Espinosa	100%	133.33%	133%	5	5	5	5.00	
	Records and archives services management	DLS Tan, RC Guinocor, MRS Miraflor, GM Espinosa	100%	296.45%	296%	5	5	5	5.00	
	Procurement services	DLS Tan, RC Guinocor, JC Ecleo, All Procurement and BAC Staff	100%	151.41%	151%	5	5	5	5.00	
	Cash management services	DLS Tan, RC Guinocor, QEY Atupan, Cash Staff	100%	283.47%	283%	5	5	5	5.00	
	General services	DLS Tan, RC Guinocor, All GSO Utility	100%	1167.05%	1167%	5	5	5	5.00	
	Cebu Office management services	DLS Tan, NPacada, Cebu Office Staff	100%	237.62%	238%	5	5	5	5.00	
	Supply and property management services	DLS Tan, RC Guinocor, All OHSPM Staff	100%	138.97%	139%	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT Persons Responsible	Target (July-Dec 2022)	Details of Actual Accomplishments	Percentage as of December 31, 2022	Rating				Remarks
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VPAF GASS 4: Financial Services and Management	ISO alignment management and administrative support system	DLS Tan, LC Ampac, JT Co, AM Flores, NFR Bello	100%	101.14%	101%	5	5	5	5.00	
	Innovations and best practices	DLS Tan, LC Ampac, Budget and Accounting Office Head	100%	100.00%	100%	5	5	5	5.00	
	Financial services and management	DLS Tan, LC Ampac, AM Flores, NFR Bello	100%	120.93%	121%	5	5	5	5.00	
VPAF GASS 5: Physical Facilities Development and Maintenance	Administration and support services management	DLS Tan, ML Valenzona, All ODPP Unit Heads and Staff	100%	100.00%	100%	5	5	4	4.67	
	Maintenance of facilities and equipment	DLS Tan, ML Valenzona, All ODPP Unit Heads and Staff	100%	112.81%	113%	5	5	5	5.00	
	Project management and implementation services	DLS Tan, ML Valenzona, ODPP Personnel	100%	107.50%	108%	5	5	5	5.00	
VPAF GASS 6: University Health Services and Management	ISO aligned health services	DLS Tan, EJV Yu, MCS Guinocor, Ms. Amarillo, Ms. Compendio, USHER Staff	100%	116.67%	117%	5	5	5	5.00	
	Administrative support management of health services	DLS Tan, EJV Yu, Ms. Amarillo, Ms. Compendio, Guiñarez, Bandilla, USHER Staff	100%	100.00%	100%	5	5	5	5.00	
	Health and wellness in the new normal	DLS Tan, EJV Yu, Ms. Amarillo, Ms. Compendio, Guiñarez, Bandilla, USHER Staff	100%	110.26%	110%	5	5	5	5.00	
	Public health services in the new normal	DLS Tan, EJV Yu, All USHER Staff	100%	113.64%	114%	5	5	5	5.00	
	Rescue services	DLS Tan, EJV Yu, Emergency Service, ODHRM, Finance Office	100%	83.33%	83%	5	4	5	4.67	


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	Innovations in the new normal	DLS Tan, EJV Yu, Jay Monn Berondo, All USHER Staff, DOH, COH	100%	100.00%	100%	5	5	5	5.00	
VPAF GASS 7: Security and Safety Management Services	Security management services	DLS Tan, JV Abela, All Security Personnel	100%	102.13%	102%	5	5	4	4.67	
VPAF GASS 8: Network Infrastructure Development and Maintenance	Administrative and Support Service Management	DLS Tan, SO Villagonzalo, NOVillas, ML Cabras, ICTMC Staff	100%	100.00%	100%	5	5	5	5.00	
	Physical repair and maintenance	DLS Tan, NO Villas, JG Godoy, CC Gonato, ML Cabras, MLO Bongcales, SO Villagonzalo	100%	100.00%	100%	5	5	5	5.00	
	Account Management, Repair and Maintenance	DLS Tan, SO Villagonzalo, NOVillas, JGGodoy, CCGonato, MLBongcales, MIS Team, Web Team	100%	100.00%	100%	5	5	5	5.00	
	Efficient and Reliable ICT training related services	DLS Tan, SO Villagonzalo, NOVillas, MIS Team	100%	100.00%	100%	5	5	4	4.67	
	Efficient and reliable Data Privacy	DLS Tan, SO Villagonzalo, NOVillas	100%	100.00%	100%	5	5	5	5.00	
	Innovation	DLS Tan, SO Villagonzalo, NOVillas, ICTMC Technical Team, MIS Team	100%	100.53%	101%	5	5	5	5.00	
	COVID-19 Prevention	ICTMC Staff	100%	100.00%	100%	5	5	5	5.00	
	System Development, enhancement, debugging, maintenance and training	DLS Tan, SO Villagonzalo, NOVillas, ICTMC Technical Team, MIS Team	100%	100.00%	100%	5	5	5	5.00	

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	Network Infrastructure establishment, BIM and Internet connectivity	DLS Tan, SO Villagonzalo, NO Villas, ICTMC Technical Team	100%	100.43%	100%	5	5	5	5.00	
Total Over-all Rating									272.67	
Average Rating									4.96	
Adjectival Rating						OUTSTANDING				


Received by:


TONI MARC DARGANTES
 Head, Planning Office
 Date: January 15, 2023

Calibrated by:


DANIEL LESLIE S. TAN
 Chairman, PMT
 Date: January 15, 2023

Approved:


EDGARDO E. TULIN
 President
 Date: Jan. 26, 2023