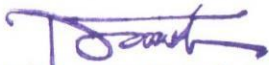


## OFFICE PERFORMANCE COMMITMENT &amp; REVIEW FORM (OPCR)

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 **January 1 - June 30, 2022**.

  
**DANIEL LESLIE S. TAN**  
 Head of the Unit

Approved:

  
**EDGARDO E. TULINO**  
 President

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
<b>GRAND TOTAL</b>		<b>6</b>

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



MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30, 2022	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	15 quality procedures revised, prepared and submitted	100%	5	5	4	4.67	
	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	
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/HRI S Team	6	6	100%	5	5	4	4.67	HR Management Information Systems

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30, 2022	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Percentage operationalization of HRMIS on RSP	DLS Tan, ODAHRD, Web Team, DCST, UCC	80% operationalized	100% operationalized	125%	5	5	5	5.00	
<b>UMFO6: General Administrative and Support</b>										
<b>VPAF GASS 1: Administrative and Support Services Management</b>	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	3,401 approved vouchers, payrolls, communications etc.	332%	5	5	5	5.00	
	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	25 offices	25 offices	100%	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30, 2022	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Number of major university committees chaired and coordinated	DLS Tan	9 committees chaired and coordinated	13 committees chaired and coordinated (1.NAPB, 2.VASC, 3. PMT, 4. AO25 Comm., 5. Crisis Mgt., 6. Risk Mgt., 7. Inspectorate Team, 8. VCADUPOA, 9. OSH, 10. Energy Conservation Comm., 11. Calibration Comm., 12. OVPAF Director's Comm., 13. VSU Finance Comm.,)	144%	5	5	4	4.67	
	Number of administrative meetings conducted for effective management and implementation of offices and projects	DLS Tan, RH Dohiling	5	11	220%	5	5	5	5.00	
	Number of major university committees meetings conducted to effectively coordinate and implement plans	DLS Tan, RH Dohiling	23	38	165%	5	5	4	4.67	
	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%	100%	5	5	5	5.00	
	Innovation and best practices services	DLS Tan, HSV Colis, ODHRM Staff	52%	86%	165%	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30, 2022	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Administrative and support services management	DLS Tan, HSV Colis, ODHRM Staff	100%	113%	113%	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%	200%	200%	5	5	5	5.00	
	Effective and efficient implementation of the University L&D systems and processes	DLS Tan, HSV Colis, ODHRM Staff	100%	192%	192%	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%	189%	189%	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%	190%	190%	5	5	5	5.00	
<b>VPAF GASS 3: Administrative Services</b>	ISO 9001:2015 aligned documents and compliant processes	DLS Tan, RC Guinocor, All ODAS, OHRA, OHP, Cash, GSO, Cebu, Supply Office Staff	95%	100%	105%	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30, 2022	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	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	80%	100%	125%	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%	100%	100%	5	5	5	5.00	
	FOI aligned frontline services	DLS Tan, RC Guinocor, MRS Miraflor, GM Espinosa	100%	123%	123%	5	5	5	5.00	
	Records and archives services management	DLS Tan, RC Guinocor, MRS Miraflor, GM Espinosa	97%	264%	272%	5	5	5	5.00	
	Procurement planning and management	DLS Tan, RC Guinocor, JC Ecleo, All Procurement Staff	100%	100%	100%	5	5	5	5.00	
	Support services to the BAC	DLS Tan, RC Guinocor, JC Ecleo, All BAC Staff	90%	106%	118%	5	5	5	5.00	post-qualification was delayed due to the pandemic

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30, 2022	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Contract management	DLS Tan, RC Guinocor, JC Ecleo, All BAC Staff	100%	122%	122%	5	5	5	5.00	
	Cashiering services	DLS Tan, RC Guinocor, QEY Atupan, Cash Staff	100%	253%	253%	5	5	5	5.00	
	Disbursement/processing	DLS Tan, RC Guinocor, QEY Atupan, Cash Staff	100%	227%	227%	5	5	5	5.00	
	Financial report preparation	DLS Tan, RC Guinocor, QEY Atupan, Cash Staff	100%	100%	100%	5	5	5	5.00	
	Collection services	DLS Tan, RC Guinocor, QEY Atupan, Cash Staff	100%	404%	404%	5	5	5	5.00	
	Student services	DLS Tan, RC Guinocor, QEY Atupan, Cash Staff	100%	152%	152%	5	5	5	5.00	
	General services	DLS Tan, RC Guinocor, All GSO Utility	100%	789%	789%	5	5	4	4.67	
	Supply and property custodianship	DLS Tan, RC Guinocor, All OHSPM Staff	100%	107%	107%	5	5	5	5.00	
	Inventory management system	DLS Tan, RC Guinocor, All OHSPM Staff	100%	99%	99%	5	5	5	5.00	
	Disposal management	DLS Tan, RC Guinocor, All OHSPM Staff	100%	98%	98%	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30, 2022	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Fuel and lubricants dispensing management	DLS Tan, RC Guinocor, OHSPM Staff	100%	96%	96%	5	5	4	4.67	
<b>VPAF GASS 4: Financial Services and Management</b>	Administrative and Support Services Management	DLS Tan, LC Ampac, JT Co, AM Flores, NFR Bello	100%	108%	108%	5	5	5	5.00	
	Effective and responsive annual budget prepared and submitted within allowable period	DLS Tan, LC Ampac, DO Ferraren, ODFM, OP, Budget Officer (Main & External Campuses), College Deans, GSD, OVPAF, ODAHRD, OVPPRGEA, USSO, PRPEO, Research & Extension, AM Flores, QEY Atupan, Concerned Offices with FLR	83%	86%	104%	5	5	5	5.00	100 percent Annual Budget Proposal (GF and IGF) with Budget Forms submitted; 100 percent availability of detailed plans and budget proposed PAPs
	Efficient budget utilization of funds within prescribed time	DLS Tan, LC Ampac, Budget Office	56%	62%	110%	5	5	5	5.00	
	Percentage of Budget Obligated and Liquidated GAA/F101		100% of budget utilized and obligated	46.7% of budget utilized and obligated						
	STF/IGF (main campus)		80% of budget utilized and obligated	Fund 164 - 48.32%						
	IGP (main campus)		80% of budget utilized and obligated	Revolving Fund - 91.08%						

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30, 2022	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Timely and error free financial and budgetary reports	DLS Tan, LC Ampac, JT Co, AM Flores, NFR Bello, Satellite Campus Budget Officers and Bookkeepers	100%	100%	100%	5	5	5	5.00	
	ISO 9001:2015 aligned documents	DLS Tan, Louella C. Ampac, Alicia M. Flores, Nick Freddy R. Bello	1 Quality Procedure Manuals revised/prepared	on-going Quality Procedure Manuals revised/prepared and approved	100%	5.0	5.0	5.0	5.00	
	Innovation and best practices services	DLS Tan, Louella C. Ampac, Alicia M. Flores, Nick Freddy R. Bello	100%	100%	100%	5	5	5	5.00	
	Disbursement/processing services	DLS Tan, Louella C. Ampac, Nick Freddy R. Bello, Accounting Staff	100%	129%	129%	5	4	4	4.33	
	Bookkeeping services	DLS Tan, Louella C. Ampac, Nick Freddy R. Bello, Accounting Staff	100%	107%	107%	5	5	4	4.67	
	Budget preparation	DLS Tan, Louella C. Ampac, AM Flores, Budget Staff	100%	113%	113%	5	5	4	4.67	
	Budget utilization/execution	DLS Tan, Louella C. Ampac, AM Flores, Budget Staff	100%	112%	112%	5	5	4	4.67	
	Financial reports management	DLS Tan, Louella C. Ampac, AM Flores, Budget Staff	100%	136%	136%	5	5	4	4.67	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30, 2022	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>VPAF GASS 5: Physical Facilities Development and Maintenance</b>	ISO aligned documents	DLS Tan, ML Valenzona, All ODPP Unit Heads and Staff	100%	100%	100%	5	4	4	4.33	
	Innovation and best practices services	DLS Tan, ML Valenzona, All ODPP Unit Heads and Staff	100%	100%	100%	5	4	5	4.67	
	Administration and support services management	DLS Tan, ML Valenzona, All ODPP Unit Heads and Staff	100%	100%	100%	5	4	4	4.33	
	Maintenance of facilities and equipment	DLS Tan, ML Valenzona, All ODPP Unit Heads and Staff	100%	112%	112%	5	4	4	4.33	
	Project management and implementation services	DLS Tan, ML Valenzona, ODPP Personnel	100%	107%	107%	5	5	4	4.67	
<b>VPAF GASS 6: University Health Services and Management</b>	ISO aligned health services	DLS Tan, EJV Yu, MCS Guinocor, Ms. Amarillo, Ms. Compendio, USHER Staff	100%	133%	133%	5	5	5	5.00	
	Administrative support management of health services	DLS Tan, EJV Yu, Ms. Amarillo, Ms. Compendio, Guiñarez, Bandilla, USHER Staff	100%	137%	137%	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%	107%	107%	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30, 2022	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Public health services in the new normal	DLS Tan, EJV Yu, All USHER Staff	100%	90%	90%	5	4	5	4.67	1/quarter; Target is dependent on the current situation; Conduct House to House Survey-Survey/ quadrant On-going Proposal
	Rescue services	DLS Tan, EJV Yu, Emergency Service, ODHRM, Finance Office	100%	72%	72%	5	4	5	4.67	1 Driver; 1 EMT ; 1 Dispatch Officer/ shift + 1 reliever (Follow-up request for hiring)
	Innovations in the new normal	DLS Tan, EJV Yu, Jay Monn Berondo, All USHER Staff, DOH, COH	100%	101%	101%	4	5	5	4.67	
<b>VPAF GASS 7: Security and Safety Management Services</b>	Conduct investigation on reported incidents	DLS Tan, JV Abela, All Security Personnel	100%	95%	95%	5	4	4	4.33	
	Safety Management	DLS Tan, JV Abela, All Security Personnel	90%	90%	100%	5	5	5	5.00	
	Maintain Peace and Order	DLS Tan, JV Abela, All Security Personnel	95%	94%	99%	4	5	4	4.33	
	Administrative and Support Services Management	DLS Tan, JV Abela, JA Ocañada	97%	115%	119%	4	5	4	4.33	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30, 2022	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	Proactive and risk disaster management	DLS Tan, JV Abela, All Security Personnel, Other Officer Participants	100%	100%	100%	5	5	5	5.00	
<b>VPAF GASS 8: Network Infrastructure Development and Maintenance</b>	Administrative and Support Service Management	DLS Tan, SO Villagonzalo, NOVillas, ML Cabras, ICTMC Staff	72%	72%	100%	5	5	5	5.00	
	Physical repair and maintenance	DLS Tan, NO Villas, JG Godoy, CC Gonato, ML Cabras, MLO Bongcales, SO Villagonzalo	43%	43%	100%	5	5	4	4.67	
	Account Management, Repair and Maintenance	DLS Tan, SO Villagonzalo, NOVillas, JG Godoy, CC Gonato, ML Bongcales, MIS Team, Web Team	50%	50%	100%	5	5	5	5.00	
	Efficient and Reliable ICT training related services	DLS Tan, SO Villagonzalo, NOVillas, MIS Team	45%	45%	100%	5	5	4	4.67	
	Efficient and reliable Data Privacy	DLS Tan, SO Villagonzalo, NOVillas	45% functional	45%	100%	5	5	5	5.00	
	Innovation	DLS Tan, SO Villagonzalo, NOVillas, ICTMC Technical Team, MIS Team	46.00%	47.00%	102%	5	5	5	5.00	
	COVID-19 Prevention	ICTMC Staff	40% weekly	40%	100%	4	5	4	4.33	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30, 2022	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	System Development, enhancement, debugging, maintenance and training	DLS Tan, SO Villagonzalo, NOVillas, ICTMC Technical Team, MIS Team	48%	48%	100%	5	5	4	4.67	
	Network Infrastructure establishment, BIM and Internet connectivity	DLS Tan, SO Villagonzalo, NO Villas, ICTMC Technical Team	36.00%	37.00%	103%	5	5	4	4.67	
Total Over-all Rating									373.00	
Average Rating									4.84	
Adjectival Rating									OUTSTANDING	

Received by:

  
TONI MARC L. DARGANTES

Date: 7/10/2022

Calibrated by:

  
DANIEL LESLIE S. TAN


PMT Chairman  
Date: 22 JUL 2022

Recommending Approval:

  
DANIEL LESLIE S. TAN

Vice President for Admin. &  
Date: \_\_\_\_\_

Approved:

  
EDGARDO E. TULINO

President  
Date: 23 JUL 2022