

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, EDGARDO E. TULIN, Head of the VSU Manila Office 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 to June 2020.

RATEE: EDGARDO E. TULIN
Head of Unit
Date: _____

Approved: DILBERTO O. FERRAREN
Supervisor
Date: _____

Personnel	Designation	Number
Regular Admin Staff	Admin. Aide IV-Driver	1
Regular Admin Staff	Admin. Aide IV-Clerk	1
Regular Admin Staff	Guesthouse Caretaker	1
Total		3

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



MFOs/PAPs		Performance Indicators		Success Indicators		Unit/Persons Responsible		Target		Actual Accomplishment		Rating				Remarks
												Q1	E ²	T ³	A ⁴	
Univ MFO6: General Administration & Support Services																
VSU-MO 1. Administrative and Support Services Management		PI.1	Efficient & customer friendly frontline service	Zero percent complaint from client		VSU-MO Staff		95% zero complaint	100% zero complaint	5	5	5	5.00			
		PI.2	Effectively acted Administrative/financial documents	100% compliant to Accounting,COA Rules and Regulations		Head, VSU and staff		95%	100%	5	5	5	5.00			
		PI.3	As Liaison Office -enhanced direct linkages with national government agencies and research units and other offices inside and outside of Manila	Linkages with: CHED, Malacañang- (PMS),PASUC, LBP, DPWH, CSC, GSIS, COA,DA-BAR,UP Diliman/ Los Baños Admin,PCAARRD, DOST, NPO, IPR,NICA, NBI, BID,KOICA, BOC, DOF, House of Senate and House of Representatives (Budget Hearings)		Head, and VMO staff		90%	100%	5	5	5	5.00			
		PI.4	Represents the university in meetings and award giving ceremonies	Successfully represented meetings and ceremonies		VMO Head, MVAureo		90%	100%	5	5	4	4.67			
		PI.5	Supervision of VMO staff	Effectively and efficiently supervised the staff of VSU-MO		VMO Head, MVAureo		95%	100%	5	5	4	4.67			

VSU-MO 1. Administrative and Support Services Management	PI.6	Linkages with VSU-External Campuses	Linkages with VSU-Tolosa, Alang-alang, Villaba and Isabel	VMO Head and Staff	90%	100%	4	5	4	4.67	
	PI.7	Linkages thru media communications	No. of hrs. linkages, networking facilitated	VMO Head and Staff	150	200	5	5	5	5.00	
	PI.8	Issuance of Official Receipts for receipt of checks from CHED, DA and other government and research	No of Official receipts issued and checks received correspondingly	M. Aureo, M. Joya	90%	100%	5	4	5	4.67	
	PI.9	Report preparation and submission before due dates as set by VSU and COA	Reports of Reimbursement, Replenishments, Liquidation and other documents submitted before due date	M. Aureo, M. Joya	8	12	5	5	4	4.67	
	PI.10	Procurement	100% of canvass papers and purchase orders purchased and delivered	VMO Staff	90%	100%	4	5	5	4.67	
	PI.11	Messengerial	letters and other documents delivered	VMO Staff	90%	100%	5	5	5	5.00	
VSU-MO MFO.2 Planning, Management and Monitoring Services	PI.2	Planning, Coaching, Implementing and Monitoring	Daily Time Records, attendance, leaves, absences and tardiness closely monitored	MV AUREO	15	21	5	5	5	5.00	
	PI.2	Liquidation of Cash Advances and Fund Transfers monitored	100% of Reports of Reimbursement, Replenishment, Liquidation, travel documents and other communications	M. Aureo, M. Joya	20	22	5	5	4	4.67	
	P.I.1	Issuance of Official Receipts	No. of incoming guests with reservation billeted, ORs issued	M. Aureo, M. Joya	80 guests	86 guests	5	5	5	5.00	
	P.I.2	Regular Deposits and Remittances of Collections	Percentage of collections deposited and Remitted	M. Aureo, M. Joya	95%	100%	5	5	5	5.00	
VSU-MO MFO.3 Resource Generation and Management Services	P.I.3	Preparation and submission of the Monthly Reports of Income	No of Reports prepared and submitted, reviewed and signed completely	M. Aureo, M. Joya	90%	100%	5	5	4	4.67	
	P.I.4	Accommodation of guests facilitated	No. of Guests accommodated and served efficiently and effectively	VMO Staff	90%	100%	5	5	5	5.00	
	P.I.5	Messengerial	100% of letters and checks served	Aureo, Vecina, Joya	20	25	5	5	5	5.00	
		Total Over-all Rating								4.85	
		Average Rating									
		Adjectival Rating									

Evaluated and Rated by:


DILBERTO O. FERRAREN

Supervisor, ManilaLodging House Operations

Date: _____

Recommending Approval:


DILBERTO O. FERRAREN

Vice President, PRGEA

Date: _____

Approved by:


EDGARDO E. TULIN

President

Date: _____