

Visayas State University
ONLINE PROGRAMS OFFICE

Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, JED ASAPH D. CORTES, Head of the VSU Printing Press/MMDC, 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 2021.

JED ASAPH D. CORTES

Head, VSU Printing Press/MMDC

Date: 12-07-21

Approved:

BEATRIZ S. BELONIAS

VP for Academic Affairs

Date: 12-00-21

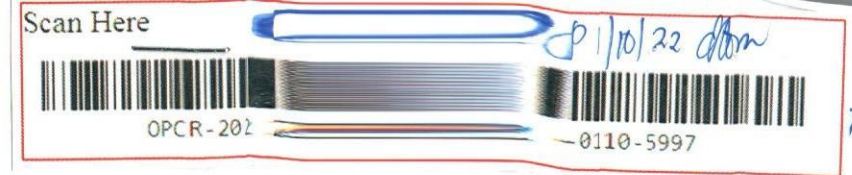
INFORMATION ON PERSONNEL

Personnel	Number
Head of VSU Printing Press(designee)	1
Admin Aide IV (Printing Press Staff)	1
Clerk (Job Order)	1
Utility/Messenger (Job order)	1

Rating Equivalents:

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

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments		Rating				Remarks
					% Accomplishment as of June 2021	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	
OVPI/OPO MFO 11. Printing and Binding Services											
	PI 1: Number of job requests served		VPP Head, VPP staff, clerk, utilityman	50	140.0%	70	5	4	5	4.67	
UMFO 6. General Administration and Support Services (GASS)											
OVPI/OPO MFO 1. Administrative and Facilitative Services											
	PI 1: Number of colleges, departments, units, projects		VPP/MMDC staff	35	142.9%	50	5	5	5	5.00	



PI 2: Number of university committees/ boards/council	VPP/MMDC staff	15	66.7%	10	5	4	4	4.33	
PI 9: Number of documents/reports prepared, reviewed/processed	VPP Head, VPP staff, clerk, utilityman	180	138.9%	250	5	4	4	4.33	
OVPI/OPO MFO 2. Frontline Services									
PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	no complaint unresolved in 5 business days	no complaint	0 complaint	5	4	5	4.67	
Total Over-all Rating								23.000	
Average Rating								4.600	
Adjectival Rating								Outstanding	

Received by:


DANIEL LESLIE S. TAN

Planning Office

Date: 1/6/2022


Calibrated by:


REMBERTO A. PATINDOL, Ph.D.

VP for Administration and Finance

Date: 12/21/21

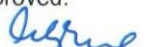
Recommending Approval:


BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Academic Affairs

Date: 12-09-21

Approved:


EDGARDO E. TULIN, Ph.D.

President

Date: 1/10/22