

TO: ASO
9/6

"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **RYSAN C. GUINOCOR**, Director of **Administrative Services Office (ASO)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January - June, 2024**.

RYSAN C. GUINOCOR
Director, ASO

July 10, 24

Approved:

DR. ELWIN JAY V. YU
Vice President for Admin. & Finance

RECEIVED
11 JUL 2024
JAY V. YU
ELWIN JAY V. YU

Appointment/Status	Number
OIC Director	1
Job Order	1
Office Heads	5
TOTAL	7

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

MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishments January to June 2024	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ADMINISTRATIVE SERVICES OFFICE (ASO)									
UMFO 5: SUPPORT TO OPERATIONS									
VPAF STO 1: ISO aligned management and administrative support services									
ASO STO 1: ISO 9001:2015 Aligned documents and compliant processes.									
	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	RC Guinocor, EA. Italo, MS Miraflor, QY Atupan, JC Ecleo, VV. Balbarinos, NA Pacada	95% of clients rated services as very satisfactory or higher	95% PO;100% RAO;98% VCO; 95% GSO; 95% SPO; 95% (CASH)	5	5	5	5.00	
	PI 2. Number of quality procedures revised/updated and registered at QAC	MS Miraflor, dDRC, Alternate dDRC	1 (RAO); 1 (PO); 1 (SPO); 1 (GSO)	1 QP Revised (RAO);1 (GSO); 1 (SPO);	5	4	5	4.67	PO-To be accomplished July-December
	PI 3. Percentage of ISO evidences compliant with existing ASO/HRM quality procedures kept intact and readily available to Auditor	All RAO Personnel, All SPO Personnel	100% ISO compliant evidences readily available	100% (SPO); 100% (CASH)	5	5	5	5.00	
	PI 4. Number of administrative processes implemented in accordance with existing approved quality procedures	All Offices under ASO	2 (CASH); 1 (SPO);4 (PO);3 (RAO)	4 (PO); 1 (SPO); 2 (CASH); 100% (RAO)	5	5	5	5.0	
	PI 5. Number of Reports submitted to COA	All Cash Personnel	200 COA reports	974 COA reports	5	5	5	5.00	

	PI 6. Number of Reports submitted to COA, QAC, Accounting office, ASO ,ODF and other regulatory bodies	All Offices under ASO	120 reports to Accounting, COA, QAC, OVPAF, ASO and other regulatory bodies	11 (PO);20 (SPO); 997 reports submitted	5	5	5	5.00	
	PI 7. Percentage of updating and encoding of records in the database	All Offices under ASO	100% updating of records in the database	100% (SPO); 100% (CASH)	5	5	5	5.00	
VPAF STO 2: FREEDOM OF INFORMATION (FOI) ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ASO STO 2. FOI aligned frontline services									
RAO STO 2: FOI aligned frontline services	PI 8. Percentage of requested information acted within the time frame set by FOI	MS Miraflores, dDRC	100% submission of the 3 required reports annually: FOI Inventory, FOI Registry & FOI Summary	100% submission of the 3 required reports manually	5	5	5	5.00	FOI Inventory, FOI Registry & FOI Summary
			100% implementation and processing of FOI Requests for Information or Document	100% submission of the 3 required reports manually	5	5	5	5.00	
	PI 9. Percentage of online request responded thru eFOI portal	MS Miraflores	90% responded requests thru the eFOI portal	100% submission of the 3 required reports manually	5	5	5	5.00	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ASO STO 3: ARTA aligned frontline services									
	PI 10: Efficient & customer friendly frontline service	RC Guinocor, EA. Italo, MS Miraflores, QY Atupan, JC Ecleo, AM Flores, NA Pacada	Zero percent complaint from clients served	Zero complaint from clients served	5	5	5	5.00	
VPAF STO4: INNOVATIONS & BEST PRACTICES									
ASO STO 4: Innovations & new Best Practices Development Services									
	PI 11: Number of new systems/innovations/proposals introduced and implemented	RC Guinocor, EA. Italo, MS Miraflores, QY Atupan, JC Ecleo, V. Balbarino, NA Pacada	1 (ASO),3 approved Quality Procedure; 2 approved forms (RAO); 1 new system (CASH),3 VCO; 1 (PO); 1 (SPO); 1 (GSO)	1 (PO); 3 QP,2 Approved forms maintained (RAO); 2 Proposal for construction (VCO); 1 (GSO); 1 process flow (SPO); 2 (CASH); 1 (ASO)	5	5	5	5.00	
	PI 12: Number of draft Operations Manual and revised existing manual prepared	RC Guinocor, EA. Italo, MS Miraflores, QY Atupan, JC Ecleo, V. Balbarino, NA Pacada	1 (RAO); 1 (SPO)	1 Operations Manual (RAO); 1 QP (SPO)	5	5	5	5.00	
	PI 13: Percent implementation of best practices	MS Miraflores JS Posas	100% Utilization of Network Access Server (NAS) and Google drive	100% Utilization of Network Access Server (NAS) and Google drive	5	5	5	5.00	for backup storage of scanned documents and other office files
			70% implementation of orientation on updates on the process of records inventory and appraisal	90% implementation of orientation on updates on the process of records inventory and appraisal	5	5	5	5.00	
			70% updating of VSU Records Disposition Schedule (RDS)	90% updating of VSU Records Disposition Schedule (RDS)	5	5	5	5.00	
			100% of staff attended the seminars/trainings	100% of staff attended the seminars/trainings	5	5	5	5.00	Basic RAM Seminar, Disposition of Records, ISO-related seminars

			Takes charge in forwarding the request form to the Decision Maker instead of the requestor	Takes charge in forwarding the request form to the Decision Maker instead of the requestor	5	5	5	5.00	
UMFO 6: GENERAL ADMINISTRATION SUPPORT SERVICE									
VPAF GASS 1: Administrative and Support Services Management									
ASO GASS 3. Administrative Services									
	PI 14: Number of administrative services/documents acted within time frame	RC Guinocor, EA. Italo , MS Miraflor	1,500 (ASO); 2,000 (RAO); 800 (CASH)	3,193 (RAO); 772 (CASH); 1,207 (ASO)	5	5	5	5.00	
	PI 15: Number of committee assignments served/functions performed	RC Guinocor, MS Miraflor	5 (ASO); 7 (RAO); 2 (PO); 3 (SPO)	7 (RAO); 1 (CASH); 8 (ASO)	5	5	5	5.00	
	PI 16: Number of ManCom Meetings presided/attended	RC Guinocor, EA. Italo, MS Miraflor, QY Atupan, JC Ecleo, VV. Balbarino, NA Pacada	12 (ASO), 12 (CASH)	6 (PO); 6 (CASH); 6 (ASO)	5	5	5	5.00	
	PI 17: Number of linkages with external agencies maintained	VV. Balbarino, MS Miraflor	6 (RAO) ; 8 (CASH); 3 (Cebu Office); 1 (SPO)	3 (PO); 6 (RAO); 1 (SPO); 11 (CASH); 3 (VCO)	5	5	5	5.00	
	PI 18: Number of staff meetings presided and counselling sessions conducted	MS Miraflor, QY Atupan	1 (RAO); 12 (CASH); 11 (Cebu Office); 12 (SPO)	1 (RAO); 6 (SPO); 6 (CASH); 6 (VCO)	5	5	5	5.00	
	PI 19: Number of Management Reports prepared for Procurement, planning purposes and ISO audit evidence (OTP, WFP, OTP, etc)	Cash Personnel	10 Reports	10 reports	5	5	5	5.00	
	PI 20: Number of Office Monthly Accomplishment Report, Quarterly Accomplishment Report and Annual Reports prepared for Management monitoring and planning purposes	Cash Personnel	15 Reports	13 reports	5	5	5	5.00	
	PI 21: Number of procurement-related documents posted in the Transparency Seal (APP, APCPI, PMR)	JC. Ecleo	135 procurement/documents/reports	200 (PO);	5	5	5	5.00	
	PI 22: Number of procurement projects' perfected contract and supporting documents submitted to COA	JC. Ecleo, M Managbanag	50 procurement projects contract and supporting docs	21 procurement projects	4	5	5	4.67	
	PI 23: Office and staff management and maintenance	V. Balbarino	100%	100%	5	5	5	5.00	
ASO GASS 3.1. Lodging and Liaisoning Services									
	PI 24: No. of procurement- related services performed	N. Pacada, R. Gioman	200 RFQs, 120 POs, 150 checks serve and retrieve; 1 ACIC, 6 NOA, 12 NTP, 12 CA deliver; 45 purchase items, 140 shipments	110 RFQs, 77 Pos, 108 payment vouchers, 6 NOA, 9 NTP, 7 CA, 16 purchases, 71 shipments	5	5	4	4.67	

	PI 25: Number of reports/ for replenishment/payroll documents submitted to IGP, COA, and Accounting	Nevin A. Pacada	11 monthly reports to IGP, 22 monthly report in cash receipts and cash disbursements to COA, 35 for replenishments, 20 payrolls, and 5 payment vouchers to accounting	6 monthly reports to IGP, 12 monthly report on cash receipts and cash disbursement to COA, 25 for-replenishments, 8 payment vouchers to Accounting	4	5	5	4.67	
	PI 26: No. of staff meetings prepared	N. Pacada	11 minutes of meetings prepared	6 minutes of meetings prepared	4	4	4	4.00	
	PI 27: No. of liaisoning services requested from the main campus facilitated/complied	N. Pacada, R. Gioman	25 requests	15 requests facilitated	5	5	4	4.67	
	PI 28: No of assistance to guests on official travel in Cebu facilitated/complied	N. Pacada, R. Gioman	50 requests for assistance	38 requests for assistance attended and facilitated	5	5	5	5.00	
	PI 29: Number of lodging accomodation frontline-related services performed	All VCO Staff	878 guests welcomed and registered at reception, 872 guests provided room accomodation	430 guests welcomed & registered at reception, 430 guests provided room accomodation	4	5	5	4.67	
	PI 30: Number of official receipts issued for collection	NA Pacada, FC Ramada	591 Ors	248 Ors	5	5	4	4.67	
	PI 31: Number of weekly general cleaning services of the VCO premises performed	N. Pacada, R. Gioman	45 weeks general cleaning services	28 weeks general cleaning services	4	4	5	4.33	
	PI 32: Number of maintenance/repair services performed	All VCO Staff	53 maintenance/repair services performed	30 maintenance/repair services performed	5	4	4	4.33	
	PI 33: Number of deposits of daily collection per COA rules to be deposited intact on the following working day	NA Pacada,	90 deposits slips	59 deposits slips	5	5	5	5.00	
	PI 34: Number of guestrooms and comfort rooms cleaned and maintained	FC Ramada	45 weeks general cleaning services	28 weeks general cleaning services	4	4	5	4.33	
ASO GASS 3.2. Procurement Services									
	PI 35: Number of PPMPs, including supplemental and amendment, reviewed and accepted	J.Ecleo, A.Antofina	1,000 PPMPs	746 PPMPs	5	5	5	5.00	
	PI 36: Number of suppliers/contractors/consultants' registry updated annually	J.Ecleo, L.Layola, A Timkang	1 registry	1 registry	5	5	5	5.00	
	PI 37: Number of APP generated, duly updated as needed, forwarded to the HoPE for approval, and submitted to GPPB within the deadline	J.Ecleo	1 APP submitted on/before January 31, 2024	2 APPs	5	5	5	5.00	

	PI 38. Number of Supplemental APP generated, forwarded to the HoPE for approval, and submitted to GPPB within the deadline	J.Ecleo, A.Antofina	4 Supplemental APPs	2 Supplemental APPs	5	5	5	5.00	
	PI 39. Number of Procurement Monitoring Report submitted to GPPB within the deadline	J.Ecleo, A.Antofina	2 PMRs (1 for 2nd Sem 2023 submitted on/before 14 January, 1 for 1st Sem 2024 submitted on/before 14 July)	1 PMR	4	5	5	4.67	PMR as of December 31, 2023
	PI 40: Number of PRs reviewed, accepted, consolidated by nature of items, and monitored	J.Ecleo, K.Cayone, A.Antofina	2,000 PRs	943 PRs	5	4	4	4.67	
	PI 41: Number of procurement projects undertaken through Competitive Bidding	J.Ecleo, L.Escala, L.Pagalan, M.Milleza, M.Managbanag, A.Timkang, L.Layola	50 procurement projects	38 Procurement projects	5	4	5	4.67	
	PI 42: Number of procurement projects undertaken through Alternative Method of Procurement	J.Ecleo, L.Layola, D.Talisaysay, L.Escala, M.Managbanag, K.Cayone, A.Timkang	950 procurement projects	467	5	4	5	4.67	
	PI 43: Number of BAC meetings facilitated	J.Ecleo, L.Escala, L.Pagalan, M. Milleza	110 meetings	101 meetings	5	5	5	5.00	
	PI 44. Percentage of the total amount of the Indicative APP 2024 undertaken early procurement	JC Ecleo, L Escala, L Pagalan, M Milleza, M Managbanag, L Layola	at least 50% of the total amount	65.75%	5	5	5	5.00	
	PI 45: Number of on-going Purchase Orders (POs)/Contracts for the current year monitored	J.Ecleo, L.Escala	1,000 POs/Contracts	500 Pos/Contracts	5	4	5	4.67	
	PI 46: Number of on-going Purchase Orders (POs)/Contracts for the previous years monitored	J.Ecleo, L.Escala	300 POs/Contracts	571	5	4	5	4.67	
	PI 47: Number of vouchers prepared for completed POs/contracts in the current year that are endorsed for payment	J.Ecleo, E.Esguerra	600 vouchers	276	5	5	5	5.00	
	PI 48: Number of vouchers prepared for completed POs/contracts in the previous year that are endorsed for payment	J.Ecleo, A Flandez	300 POs/Contracts	558	5	5	5	5.00	
	PI 49. Number of vouchers prepared for payment of refund of retention money/warranty, mobilization (for infra), and other payables	J.Ecleo, A Flandez	150 vouchers	80	5	5	5	5.00	
	PI 50. Number of completed contracts of Suppliers/External Service Providers in the registry evaluated for performance	J.Ecleo, A.Timkang	400 completed contracts	210	5	5	5	5.00	

	PI 51: Number of Summary of Evaluation of Suppliers forwarded to the Bids and Awards Committee for their reference	J.Ecleo, A.Timkang	2 Summary of Suppliers' Performance Evaluation	1	5	5	5	5.00	
	PI 52: Number of Agency Procurement Compliance and Performance Indicator Report (APCPI) prepared and submitted to GPPB within the deadline	J. Ecleo	1 APCPI submitted to GPPB on or before March 2024	1	5	5	5	5.00	
ASO GASS 3.3. Supply and Property Management Services									
	PI 53: Number of supply and property management workflow processes prepared needed in the enhancement of the existing program	All SPO Staff	1 workflow process	1 QP for Property Custodianship: Revised	5	5	4	4.67	
	PI 54: Number of deliveries of Supplies, Materials and Equipment (SME's) received, checked and facilitated for inspection.	J. Lumanta, J. Adaza, S. Latras, J. Vega, C. Santos, A. Serrano, J.L. Sy.	500 deliveries received, checked and facilitated for inspection	693 deliveries received, checked and facilitated for inspection	5	5	5	5.00	
	PI 55: Number of completed Purchase Orders/Contracts endorsed for voucher preparation	J. Lumanta, J. Adaza, S. Latras, J. Vega, C. Santos, A. Serrano, J.L. Sy.	500Purchase Orders/Contracts	863 Purchase Orders/Contracts	5	5	5	5.00	
	PI 56: Number of documents prepared (IAR, SPS, PAR/ICS)	C. Vega D. Alba, M. Gucela	1500 property documents prepared	2,112 property documents prepared	5	5	5	5.00	
	PI 57: Percentage of SME's received posted in the BIN and Stock cards (procured thru Bidding, Alternaive mode and from PS-DBM) properly handled and stored	J. Lumanta , M.P. Bandalan, S. Latras, J. Vega, J. Adaza,	100% of all SMEs received, properly handled, stored and posted in the bin and stock cards	100% of all SMEs received, properly handled, stored and posted in the bin and stock cards (597/597 Pos)	5	5	5	5.00	
	PI 58: Number of approved RIS received, recorded and served.	J. Lumanta, M. P. Bandalan, S. Latras, J. Vega, J. Adaza	500 RIS received, recorded and issued/served	760 RIS received, recorded and issued/served	5	5	5	5.00	
	PI 59: No. of Reports for Supplies and Materials Issued (RSMI) prepared, signed and submitted to Accounting Office	V. Balbarino, J. Lumanta, J.L. Sy	24 RSMI for all funds per year	12 RSMI for all funds	5	5	5	5.00	
	PI 60: Number of the Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) posted in the database upon receipt	D. Alba M. Gucela R. Piamonte	200 PAR/ICS	425 PAR/ICS posted in the database	5	5	5	5.00	
	PI 61: Number of equipment property cards prepared, maintained and checked.	D. Alba V. Balbarino	100 equipment property cards	119 equipment property cards	5	5	5	5.00	

	PI 62 No. of Physical Inventory for Supplies, Materials and Equipment (SME's) in the bodega conducted	Warehousemen, Inventory Committee	2 Physical inventory per year for SME's	2 Physical inventory conducted bodega 1&2	5	5	5	5.00	
	PI 63: Number of employees/department /units with completed Physical inventory and checking of Property Plant and Equipment (PPE's) as to existence and serviceability	Inventory team SPO Staff	100% of the employees in each dept/units scheduled for Inventory	100% of the employees in each dept./units scheduled for inventory (38/38)	5	5	5	5.00	
	PI 64: Percentage of employee records of property accountabilities updated and outgoing employees cleared	R. Piamonte V. Balbarino E. Piamonte	80% of outgoing employees cleared	50% of outgoing employees cleared	5	5	4	4.67	
	PI 65: Percentage of reconcilable figures found during physical inventories conducted as against figures with general ledger account of Accounting Office facilitated/figures reconciled	All SPO Staff	100% reconcilable figures found in physical inventories reconciled against general ledger account	50%	5	5	4	4.67	
	PI 66: Number of vehicles insured and registered with LTO and number of buildings insured with GSIS	V. Balbarino, M, Garces	18 vehicles insured and registered; 64 buildings insured	Smoke test-18, Renewal of Registration-17, Vehicle Insurance-19, Building Insurance-68	5	5	4	4.67	
	PI 67 : Number of returned Waste Materials and properties received, segregated and inspected	E Piamonte, V. Balbarino, J Lumanta	300 properties and waste materials	638 properties and waste mater	5	5	5	5.00	
	PI 68: Number of reports and documents of Unserviceable Properties for disposal prepared and submitted	E Piamonte, D Alba, C. Vega, V. Balbarino	200 reports (IIRUP, RSUP,& WMR)	IIRUP-40 RSUP-66 WMR-3	5	5	4	4.67	
	PI 69: Number of public auction of disposable properties assisted and bidding opportunities widely disseminated	V. Balbarino, E, Piamonte, D. Alba	2 public auction	1 public auction	5	5	4	4.67	
	PI 70: Percentage of the request for the disposal (sale)/death of working animals and all other animals owned by the University acted and witnessed	V. Balbarino, E. Piamonte, C. Vega, J. Lumanta	100% requests acted	100% of requests acted (Request:10 Qty Inspected:121)	5	5	5	5.00	
	PI 71: Number of approved RIS for fuel and lubricants received, issued and processed	J.L. Sy, E. Abanera, J.Ando, V. Balbarino	500 RIS received	600 RIS received	5	5	5	5.00	

	PI 72: Number of Inventory of Fuel conducted	J.L. Sy, E. Abanera, J.Ando,	40 inventories%	37 inventories (deep stick)	5	5	4	4.67	
	PI 73: Number of documents/reports relative to fuel station operations prepared, processed and files	J.L. Sy, E. Abanera, J.Ando, V. Balbarino	200 documents/reports	70 documents/reports	5	5	4	4.67	
ASO GASS 3.4. Collection and Disbursement Services									
	PI 74: Number of communications prepared for bank updating and other cash transactions	QE Atupan, RC Guinocor, DL Tan, E Tulin, R Arpoceple, V. Valenzona, M. Mendoza, J. Baslan & L. Dy	200 communications	471 communications	5	5	5	5.00	
	PI 75: Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	QE Atupan, RC Guinocor, V. Valenzona, AM Flores, LC Ampac and Procurement office	12 monitoring	8 monitoring and NCA utilization Status Report	5	5	5	5.00	
	PI 76: Number of approved vouchers and payrolls acted within prescribed period and error free	QE Atupan, LC Ampac, RC Guinocor, DL Tan, R. Dohiling, M. Mendoza, V. Valenzona, PBL Urdaneta, K. Sedrome, R. Nuñez, L. Dy, J. Baslan and D. Arpoceple	3,500 approved payrolls and vouchers	8,978 approved payrolls and vouchers	5	5	4	4.67	
	PI 77: Number of checks, LDDAP, ACIC and PAC's issued and released within three days	QE Atupan, N. Bello, L. Ampac, RC Guinocor, DL Tan, R. Nuñez, R. Dohiling, M. Mendoza, V. Valenzona, D. Arpoceple, PBL Urdaneta, K. Sedrome, J. Baslan	3,000 checks; 12,000 entries of LDDAP and PACS	2,944 checks; 22,399 entries of LDDAP and PACS	5	5	4	4.67	
	PI 78: Number of Purchase Orders paid	QE Atupan, L. Ampac, RC Guinocor, J. Ecleo, A. Flores, R. Nuñez, R. Dohiling, M. Mendoza, V. Valenzona, D. Arpoceple, PBL Urdaneta, K. Sedrome, J. Baslan	600 Purchase Orders	682 Pos	5	5	5	5.00	
	PI 79: Number of Cash advances and Petty Cash Fund maintained/facilitated for University Cash Disbursements	QE Atupan, MM Mendoza, C. Sacro, RC Guinocor, L. Ampac	4 cash advance/petty cash funds	6 cash advances/Petty cash Funds	5	5	5	5.00	

	PI 80: Number of daily/monthly financial reports of not all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time.	QE Atupan, C. Mendez, M. Mendoza, V. Valenzona, J. Baslan, K. Sedrome, M. Oppura, M. Cayunda, D. Arpoceple and L. Dy	600 daily/weekly reports , 120 monthly reports	974 daily/weekly reports 162 monthly reports	5	5	4	4.67	
	PI 81: Number of official receipts issued for collection and posted in the system	QE Atupan, C. Mendez, C. Sacro, V. Valenzona and D. Arpoceple	5, 000 official receipts issued	25,004 official receipts issued	5	5	5	5.00	
	PI 82: Number of deposits of daily collection COA rules to be deposited intact on the following working day	QE Atupan, C. Mendez, C. Sacro, V. Valenzona and D. Arpoceple	1,000 deposits	1,417 deposits	5	5	5	5.00	
	PI 83: Number of Collection Reports from Partner Remittance agencies being verified, posted and monitored	QE Atupan, V. Valenzona	120 Reports	196 reports	5	5	5	5.00	
	PI 84: Number of clearances from students and employees reviewed, verified and signed	V. Valenzona, C. Sacro, QE Atupan, FL Dajao, C. Mendez, D. Arpoceple and J. Baslan	100 clearances	301 clearances	5	5	5	5.00	
ASO GASS 3.5. Records and Archives Services Management									
	PI 85: Number of leave applications, NOSI, NOSA filed within the day of receipt	MS Mirafior JV Degenion VC Acilo	3,500 documents filed	2,675 documents filed	5	5	4	4.67	
		MS Mirafior JV Degenion VC Acilo	300 personnel files of academic staff based on the new CSC checklist updated	442 personnel files	5	5	5	5.00	
		MS Mirafior JV Degenion VC Acilo JS Posas	3,000 academic 201 files uploaded/migrated to e-records systems	5,404 academic 201 files uploaded/migrated to e-records systems	5	5	5	5.00	
	PI 86: Number of issuances filed within the day of receipt	MS Mirafior IV Sedrome	150 docs filed within the day of receipt	438 docs filed	5	5	5	5.00	
	PI 87: Number of records reference services served per request for filing	All RAO Staff	200 requests	455 requests	5	5	5	5.00	
	PI 88: Number of requests for authentication of records/ documents served	All RAO Staff	140 records/documents requested	40 records/documents requested	4	5	5	4.67	
	PI 89: Percentage digitizing and uploading of memos, circulars and personal records to the eRecords System	MS Mirafior VC Acilo JB Posas	90% digitizing and uploading of memos, circulars and personal records to the eRecords System	100%	5	5	5	5.00	
	PI 90: Number of new archival documents gathered and displayed at the Archives Center	All RAO Staff	2 display materials	3 display materials	5	5	5	5.00	

	PI 91. Number of memos/ circulars and other issuances delivered to different staff/offices concerned within the day of receipt	MS Miraflor Bagarinao AP	3,500 documents	1,478	4	5	4	4.33	OP Memo Circulars were already sent thru email except for Memod & NOSA
	PI 92. Number mails delivered to/from Post Office and delivered official mails to faculty and staff concerned received from Post Office	MS Miraflor Sedrome Bagarinao IV AP JV Degenion	200 mails	1,601 mails delivered	5	5	5	5.00	
	PI 93. Percentage of payment slips delivered monthly to different offices/staff concerned	MS Miraflor Bagarinao AP	100% delivery of payslips	100% delivery of payslips	5	5	4	4.67	
ASO GASS 3.6. Messengerial and Utility Services									
	PI 94. Percentage of comfort room cleaned and disinfected	All GSO utility	100% cleaned and disinfected	100%	5	5	5	5.00	
	PI 95: Number of documents delivered to different units	All GSO utility	500000%	11,685 documents	5	5	5	5.00	
	PI 96: Percentage of building, classrooms, office and laboratory rooms, and floor area cleaned	All GSO utility	100%	100%	5	5	4	4.67	
	PI 97: Percentage of trash bins cleaned and sanitized	All GSO utility	100% cleaned and sanitized	100%	4	5	4	4.33	
	PI 98: Number of Alay Linis facilitated and participated	All GSO utility	2 Alay Linis facilitated and participated	2	5	5	5	5.00	
	PI 99: Monthly Accomplishment Report	All GSO utility	12 Monthly Accomplishment Reports conducted	17	5	5	5	5.00	
	PI 100: Number of innovations in the maintenance of comfort rooms	All GSO utility	2 innovations	1	5	5	5	5.00	
	PI 101: Number of skills training conducted	GSO staff and All GSO utility	2 skills training conducted	2	5	5	5	5.00	
	PI 102: Number of team enhancement activities	Atty. Rysan Guinocor, GSO staff and all GSO utility	1 team enhancement activity	1	5	5	5	5.00	
	PI 103: Number of monthly staff meetings conducted	Atty. Rysan Guinocor and all GSO utility	12 monthly staff meeting conducted	6	5	5	5	5.00	
	PI 104: Number of grasscutting conducted	All GSO utility	20	88	5	5	5	5.00	
	PI 105: Percentage of NCs received and acted	Atty. Rysan Guinocor and GSO Staff	100% of NC acted (if any)	Zero percent	5	5	5	5.00	
	PI 106: Percentage of CARs received and acted	Atty. Rysan Guinocor and GSO Staff	100% of CAR acted (if any)	Zero percent	5	5	5	5.00	
		Total Over-all Rating						551.41	
		Average Rating						4.88	
		Adjectival Rating							

Received by:


TONI MARC L. DARGANTES
 Planning Office

Date: **JUL 11 2024**

Calibrated by:


DR. ELWIN JAY V. YU
 Chairman, PMT

Date: _____

Approved by:


PRODE IVY G. YEPES
 University President

Date: **9/6/24**