# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **ELWIN JAY V. YU**, of the Vice President for Administration and Finance, 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.**

Approved:

ELWIN JAY V. YU
Vice President for Admin.& Finance
7/10/24

PROSE IVY G. YEPES
President
9/4/24

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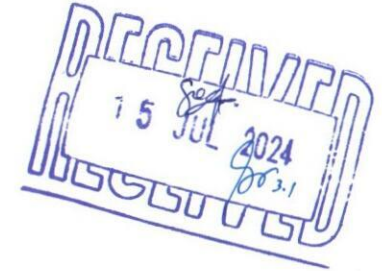
Appointment/Status	Position Title	Number
Head	VP for Administration and Finance	1
Regular Admin Staff	Administrative Assistant V	1
	Administrative Aide I	1
Job Order Staff	Administrative Assistant II	1
	Administrative Aide III	2
	TOTAL	6

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

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1 - Dec 31, 2024)	Actual Accomplishments (Jan - June 2024)	Q^1	E^2	T^3	A^4	Remarks
UMFO5: Support to Operations (STO)									
VPAF STO1: ISO 9001: 2015 aligned documents	**PI 1.** Number of quality procedures prepared/revised	VPAF and All Office/Unit Heads	15 quality procedures prepared and submitted	14 (FMO-5, HRMO-5, ASO-3, PPO-1)	5	5	4	4.67	
	PI 2. Number of required mandatory operations manuals prepared and submitted	VPAF and All Office/Unit Heads	5 operations manual prepared and submitted	6 (FMO-1, HRMO-4, USHER-1)	5	5	5	5	
VPAF STO2: Freedom of Information (FOI) aligned compliance and reporting requirements	**PI 3.** Percentage compliance of reporting requirements in accordance with FOI Manual	VPAF and All Office/Unit Heads	100%	100%	5	5	5	5	
	PI 4. Percentage of online request responded thru eFOI portal	VPAF and All Office/Unit Heads	100%	100%	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1 - Dec 31, 2024)	Actual Accomplishments (Jan - June 2024)	Q[1]	E[2]	T[3]	A[4]	Remarks
VPAF STO3: ARTA aligned compliance and reporting requirements	**PI 5.** Percentage of external clients served and rated the service at least very satisfactory or higher	ALL OVPAF Staff	100% external clients served and rated at least very satisfactory or higher	100%	5	5	5	5	
VPAF STO4: Innovations & Best Practices	**PI 6.** Number of systems /innovations/proposals continuously implemented and used	VPAF and All Office/Unit Heads	10	30 (FMO-1, HRMO-5, ASO-13, ICTMC-10, PPO-1)	5	5	5	5	
	PI 7. Percentage operationalization of HRMIS on RSP	VPAF and All Office/Unit Heads	100% operationalized	90%	5	5	5	5	
UMFO6: General									
VPAF GASS 1: Administrative and Support Services Management	**PI 8.** Percentage of clients/personnel supervised for efficient office management and maintenance of rooms, facilities and documents	All OVPAF Staff	100% clients/personnel supervised for efficient office	100%	5	5	5	5	
	PI 9. Percentage of administrative services and financial/administrative documents acted within time frame	ALL OVPAF Staff	100% admin services acted within time frame	100%	5	5	5	5	
	PI 10. Efficient and effective disbursement of funds within prescribed time and in accordance with DBM/COA and other rules and regulations	VPAF	5,300 approved vouchers	3, 470 approved vouchers, payrolls, communications, etc.	5	5	5	5	
	PI 11. Number of linkages with external agencies maintained	VPAF and All Office/Unit Heads	30 external linkages	37 external linkages	5	5	5	5	
	PI 12. Number of offices and units directly supervised, monitored and coordinated	VPAF	25 offices	25 offices	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1 - Dec 31, 2024)	Actual Accomplishments (Jan - June 2024)	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
	PI 13. Number of major university committees chaired and coordinated	VPAF	14 committees chaired and coordinated	14 committees chaired and coordinated	5	5	5	5	Reconstituted Committees 1.NAPB, 2.VASC, 3. PMT, 4.SIAC, 5.VSU CADUPOA,6. Crisis Mgt. Comm., 7.Safety & Health Comm., 8. CART 9.FDU, 10. Finance Comm., 11.Solid Wate Mgt. Comm., 12.Calibration Comm., 13. VSUEECC, 14. BAC
	PI 14. Number of administrative meetings conducted for effective management and implementation of offices and projects	VPAF	40	26	5	5	5	5	
	PI 15. Number of major university committees meetings conducted to effectively coordinate and implement plans	VPAF	45	24	5	5	5	5	
	PI 16. Efficient & customer-friendly frontline service	All OVPAF Staff	Zero Complaint	No Complaint	5	5	5	5	
	PI 17. Efficient and effective Human Resource Management and Development	HRMO	100%	107%	5	5	5	5	
	PI 18. Efficiend and effective Administrative Services.	ASO	100%	130%	5	5	5	5	
	PI 19. Efficient, effective and timely Financial Services and Management.	FMO	100%	98%	5	5	4	4.67	
	PI 20. Efficient and effective Physical Facilities Development and Maintenance.	PPO	100%	105%	5	5	5	5	

MFOs/PAPs	Success Indicators	Persons Responsible	Target (Jan 1 - Dec 31, 2024)	Actual Accomplishments (Jan - June 2024)	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
	PI 21. Efficient and effective University Health Services and Management.	USHER	100%	98%	5	5	4	4.67	
	PI 22. Efficient and effective Security and Safety Management Services.	UDRRMSSO	100%	115%	5	5	5	5	
	PI 23. Efficient and effective University Disaster Risk and Reduction Management		100%	115%	5	5	5	5	
	PI 24. Efficient and effective Network Infrastructure Development and Maintenance.	ICTMC	100%	105%	5	5	5	5	
	PI 25. Percentage of NCs received and acted	OVPAF	0%	No NCs received	5	5	5	5	
	PI 26. Percentage of CARs received and acted	OVPAF	0%	No CARs received	5	5	5	5	
		Total Over-all Rating						129.01	
		Average Rating						4.97	
		Adjectival Rating					Outstanding		

Received by:

TONI MARC L. DARGANTES
Head, Planning Office

Date: _____ JUL 1 5 2024

1- Quality
2 - Efficiency
3 - Timeliness
4 - Average

Calibrated by:

ELWIN JAY V. YU
Chairman, PMT

Date: _____ 7/10/24 _____

Approved by:

PROSE IVY G. YEPES
University President

Date: _____