

132636-OP# 11-
OP 7/14/23
7/14/23

EDGARDO E. TULIN, PhD

January to June, 2023

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

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

RATEE:

Edgardo E. Tulin

EDGARDO E. TULIN

Head, VSU Manila Office

Date:

JUL 14 2023

Approved:

Edgardo E. Tulin

EDGARDO E. TULIN

President

Date:

JUL 14 2023

Personnel	Designation	Number
Regular Admin Staff	Admin. Aide IV-Driver	1
	Guesthouse Caretaker	1
Job Order		1
	TOTAL	3

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

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3.1

MFOs/PAPs	Performance Indicators	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishments	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
Univ MFO 6: 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 and VMO 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	90%	100%	5	5	4	4.67	
	PI.5 Supervision of VMO Staff	Effectively and effeciently supervised the staff of VSU-MO	VMO Head, MADJoya	95%	100%	4	5	4	4.33	
	PI. 6 Linkages with VSU-external Campuses	Linkages with VSU-Tolosa, Alang-Alang, Villaba and Isabel	VMO Head and Staff	90%	100%	5	5	4	4.67	

VSU-MO 1. Administrative and Support Services Management	PI. 7 Linkages thru media communications	No. of hrs. linkages, networking facilitated	VMO Head and Staff	20	15	4	5	4	4.33	
	PI. 8. Issuance of Official Receipts for receipt of checks from CHED, DA and other government and research agencies	No. of official receipts issued and checks received correspondingly	M. Joya	0%	0%	4	4	4	4.00	
	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. Joya	10	3	5	4	5	4.67	
	PI. 10. Procurement	100% of canvas papers and purchase orders purchased and delivered	VMO Staff	90%	95%	4	5	4	4.33	
	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	M. Joya	12	6	5	5	4	4.67	
	PI. 2 Liquidation of Cash Advances and Fund Transfers monitored	100% of Reimbursement, Replenishment, Liquidation, travel documents and other communications	M. Joya	3	3	5	5	4	4.67	
VSU-MO MFO.3 Resource Generation and Management Services	PI.1 Issuance of Official Receipts	No. of incoming guests with reservation billeted, ORs issued	M. Joya	300	339	5	5	5	5.00	
	PI.2 Regular Deposits and Remittances of Collections	Percentage of collections deposited and Remitted	M. Joya	95%	100%	5	5	4	4.67	
	PI.3 Preparation and submission of the monthly reports income	No. of reports prepared and submitted, reviewed and signed completely	M. Joya	90%	100%	5	5	5	5.00	
	PI.4 Accommodation of guests facilitated	No. of guests accommodated and served efficiently and effectively	VMO Staff	95%	100%	5	5	5	5.00	
	PI.5 Messengerial	100% of letters and checks served	Vecina, Joya	6	4	5	5	4	4.67	
Total Over-all Rating									4.70	
Average Rating										
Adjectival Rating										

Received by:


TONI MARC L. DARGANTES
OIC Head for Planning Office

Date: JUL 14 2023

Calibrated by:


DANIEL LESLIE S. TAN
VP for Administration and Finance
Date: JUL 14 2023

Approved by:


EDGARDO E. TULIN
University President
Date: JUL 25, 2023