

"Exhibit A"

## OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **ALLEN GLENNIE P. LAMBERT**, Head of the Office of the President commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July-December 2021**.

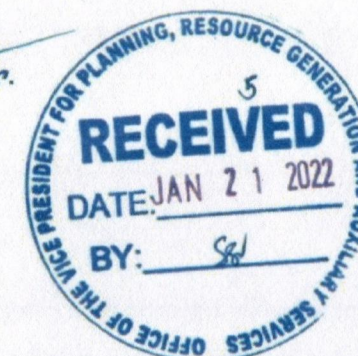
**ALLEN GLENNIE P. LAMBERT**  
Executive Assistant 1/12/22

APPROVED:

**EDGARDO E. TULIN**  
President 1/12/22

Appointment/ Status	Position Title	Number
Head	Executive Assistant	1
Regular Admin Staff	Admin Officer IV	1
	Admin Officer II	1
	Admin Assistant III	1
	Admin Aide IV	2
	Admin Aide I	1
	Media Production Specialist II	1
Casual Staff	Admin Aide III	1
Job Order	Clerk	1
	<b>TOTAL</b>	<b>10</b>

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



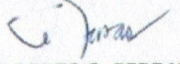
UMFO No.	OP MFO	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target (Jan-Dec 2021)	Accomplish ment	Rating				Remarks
						July-Dec 2021	Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6. General Administration Support Services											
	OP MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	All OP Staff	Zero complaint from clients	Zero complaint from clients	5	5	5	5.00	
			Maintained workplace in compliance to ISO-5s	R. Bagarinao and All OP staff	100%	100%	5	5	5	5.00	
			Safe and timely driving services and well-maintained vehicle	N. B. Quimco	100%	100%	5	5	5	5.00	
	OP MFO 2	Management and Executive Services	Effective and Efficient Management and Paperwork Services								
			Number of Memoranda/Special Orders/Certifications issued	AGP Lambert, Jr., MEM Umpad, J. M. Larrosa, LA Pamaos	800	493	4.5	5	5	5.00	



		No. of documents reviewed, processed & released within the day it is acted by the President or OIC	AGP Lambert, Jr., MEM Umpad, E. B. Albiso, MTM. Avila, R. Bagarinao, LA Pamaos	14,000	10,684	5	5	4.5	4.83
		No. of correspondence and reports prepared and released	AGP Lambert, Jr., J. M. Larrosa, MB. Ubay, LA Pamaos	300	680	5	5	4.5	4.83
		No. of projects and graduate classes of the President administratively assisted	AGP Lambert	3	2	5	5	4.5	4.83
		Number of offices under OP and special projects coordinated	AGP Lambert, Jr., MEM Umpad, MBUbay	10	10	5	5	5	5.00
		<b>Effective and Efficient Public Relations Services</b>							
		No. of MOU/MOAs forged for establishment of linkages	AGP Lambert, Jr., MEM Umpad, J. M. Larrosa, LA Pamaos, MTM. Avila	150	29	5	5	5	5.00
		No. of records compiled and retrievable	E. B. Albiso, J. M. Larrosa, LA Pamaos, MTM. Avila	20 bound files	10	5	5	5	5.00
		No. of photocopying/reproduction services	J. M. Larrosa, R. Bagarinao, MTM. Avila, MB. Ubay, LA Pamaos	8,000	4,000	5	5	5	5.00
		<b>Effective and Efficient President's Calendar Management</b>							
		No. of events organized/coordinated/photodocumented	AGP Lambert, Jr., MEM Umpad, MB. Ubay, MTM. Avila	20	15	5	5	5	5.00
		100% of meetings and travels convened/presided/facilitated/photo-documented	AGP Lambert, AGP Lambert, Jr., MEM Umpad, LA Pamaos, MB. Ubay	100%	100%	5	5	5	5.00
		100% of committee assignments steered and complied	AGP Lambert, Jr., MEM Umpad, J. M. Larrosa, E. B. Albiso, R. Bagarinao, MB. Ubay, LA Pamaos, MTM. Avila	100%	100%	5	5	5	5.00
		Total Over-all Rating							69.50
		Average Rating							4.96
		Adjectival Rating							

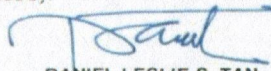
1- Quality      2- Efficiency      3-Timeliness      4-Average

Reviewed by:

  
DILBERTO O. FERRAREN  
Planning Office

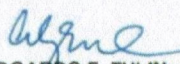
Date: 21 Jan 2022

Calibrated by:

  
DANIEL LESLIE S. TAN  
Chairman, PMT

Date: 1/18/22

Approved by:

  
EDGARDO E. TULIN  
President

Date: 1/12/22