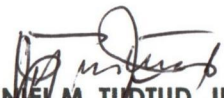



OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, DANIEL M. TUTDUD, JR., VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION, & EXTERNAL AFFAIRS 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 to December, 2017.


DANIEL M. TUTDUD, JR.
Head of the Unit

Approved:


EDGARDO E. TULIN
President

Personnel	Designation	Number
Head	VP for PRGEA	1
Regular Admin Staff	Administrative Officer V	1
Regular Admin Staff	Administrative Aide III	1
Total		3

Rating Equivalents:

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

MFO & PAPs	Success Indicators	Unit/Person Responsible	Targets	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services									
PRGEA MFO 1. Administrative and Support Services Management	Efficient & customer-friendly frontline service	PRGEA Staff	Zero complaint	Zero Complaint	5	5	5	5.00	
	No. of administrative/financial documents acted on time	VP, PRGEA Staff	350	630	5	5	4	4.67	
	No. of offices supervised and monitored (Planning, OAS/IGP, URC/CCE, and VMO)	VP	4	4	5	5	4	4.67	
	No. of university committees chaired	VP	2	2	5	4	4	4.33	
	No. of external agencies with direct linkages	VP, PRGEA Staff	3 (CHED, DBM, NEDA)	3	5	5	5	5.00	

	No. of administrative meetings conducted								
	* Meeting with PRGEA staff	VP	1	2	5	4	4	4.33	
	* Meeting with IGP-BOM	VP, IGP-BOM	1	1	4	4	4	4.00	
	* Meeting with Housing Committee	VP, Committee	1	2	5	4	4	4.33	
	Records Management								
	* No. of communication & other documents filed	PRGEA Staff	90	112	5	5	5	5.00	
	No. of faculty evaluation services	PRGEA Staff	4 Faculty/19 Subjects	4 Faculty/19 Subjects	5	5	5	5.00	
PRGEA MFO 2. Planning, Management, and Monitoring Services	No. of university reports/plans/documents submitted within the prescribed period								
	* Quarterly Report of Operation 2017 (BAR) and Physical Plan 2018 (BED)	VP, PRGEA Staff	3	3	5	5	5	5.00	
	* CHED HEMIS data update	VP, PRGEA Staff	5 Forms	5 Forms	5	5	5	5.00	
	* VSU Annual Report	PRGEA Staff	1 Bound Final Report/100 copies	1 Draft Report	2	2	2	2.00	
	No. of OPCR's received and filed for review by the PMT	PRGEA Staff	70	83	5	5	5	5.00	
	No. of trainings/workshops/reviews conducted/facilitated								
	* Planning workshop on Sustainable Income Generation for the University Strategic Plan 2017-2022	VP, Team Members	1 Session/1 Plan for IGP	6 Sessions/1 Plan for IGP	5	5	5	5.00	
	* Annual Review of RF and STF projects	VP, IGP-BOM, Evaluators, Proj Leaders	1	1	5	5	5	5.00	
PRGEA MFO 3. Resource Generation Services	Number of RF and STF projects monitored	VP, IGP Staff	50	50	5	5	5	5.00	

	Number of IGP-related policies/guidelines/procedures reviewed, evaluated, and monitored	VP, IGP-BOM	3	5	5	5	4	4.67	
	Income generated from STF IGPs in support to instruction, research, and extension	Proj. Leaders, IGP/PRGEA Staff	5M	12.3M	5	5	4	4.67	
	Income generated from RF IGPs in support to instruction, research, and extension	Proj. Leaders, IGP/PRGEA Staff	2.5M	16.7M	5	5	4	4.67	
Total Over-all Rating								83.00	
Average Rating								4.15	
Adjectival Rating								VS	

Received by:

Planning Office

Date: _____

Calibrated by:


REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending Approval:

Date: _____

Approved by:


EDGARDO E. TULIN

President

Date: _____

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