

Visca, Baybay City, Leyte

I, JED ASAPH D. CORTES, Head of the VSU Printing Press/MMDC, 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, 2020.

Date:

Date:

Number

1

1

1

1

1 - Poor

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishments		Rating				Remark
					% Accomplishment as of June 2020	Details of Accomplishments	Quality	Efficiency	Timeliness	Average	
OVPI/OPO MFO 11. Printing and Binding Services											
	PI 1: Number of job requests served		VPP Head, VPP staff, clerk, utilityman	50	160.0%	80	5	4	5	4.67	
UMFO 6. General Administration and Support Services (GASS)											

OVPI/OPO MFO 1. Administrative and Facilitative Services									
PI 1: Number of colleges, departments, units, projects	VPP/MMDC staff	35	142.9%	50	5	5	5	5.00	
PI 2: Number of university committees/ boards/council	VPP/MMDC staff	15	133.3%	20	5	5	5	5.00	
PI 9: Number of documents/reports prepared, reviewed/processed	VPP Head, VPP staff, clerk, utilityman	180	166.7%	300	5	5	5	5.00	
OVPI/OPO MFO 2. Frontline Services									
PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	no complaint	no complaint	no complaint	5	5	5	5.00	
Total Over-all Rating					24.667				
Average Rating					4.933				
Adjectival Rating					Outstanding				

Received by:

DANIEL LESLIE S. TAN

Planning Office

Date: _____

Calibrated by:

REMBERTO A. PATINDOL, Ph.D.

Chair, PMT

Date: _____

Recommending Approval:

BEATRIZ S. BELONIAS, Ph.D.

Vice Pres. for Academic Affairs

Date: _____

Approved:

EDGARDO E. TULIN, Ph.D.

President

Date: 11/10/17