

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, ARGINA M. POMIDA, Director, OAS/IGP 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 2019.

ARGINA M. POMIDA
Director, OAS/IGP

APPROVED:

DILBERTO O. FERRAREN
VP, PRGEA

RECEIVED
22 JAN 2020
OVP/PRGEA

<i>Appointment/Status</i>	<i>Position Title</i>	<i>Number</i>
Head	Officer-In-Charge	1
Regular Staff	Admin. Aide III	1
	TOTAL	2

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

NO.	MFOs/PAPs	Success Indicators	Target	Actual Accomplishment	Persons Responsible	Rating				Remarks
						Q1	E2	T3	A4	
	PRGEA MFO1:									
	Efficient & customer friendly frontline service	0% complaint from client served	Zero complaint	Zero complaint	IGP Director, IGP staff	5	5	5	5	
	Effectively acted administrative & financial documents	Timely review and signing of Revolving Fund and Special Trust Fund IGP Projects, Contract of Lease, Monthly Financial Report of STF Projects managed and supervised, and other official documents prepared and processed	425	596 Documents	IGP Director, IGP staff	5	5	5	5	
	Administrative & management meetings	No. of actively attended administrative and management meetings	2	3 BOM Meetings, 2 UADCO Meetings	IGP Director	5	5	5	5	
	PRGEA MFO 3: Management & monitoring services	No. of IGP Monthly Financial Reports received and check	151	238	IGP Director, IGP Staff	5	5	5	5	

NO.	MFOs/PAPs	Success Indicators	Target	Actual Accomplishment	Persons Responsible	Rating				Remarks
						Q1	E2	T3	A4	
		Scheduled regular Inventory of IGP projects	1	2	IGP Director, IGP staff	5	5	5	5	
		Percentage of concessionaires complying with the requirements	80%	95%	IGP Director, IGP staff	5	4	5	4.67	
		Actively facilitated the conduct of RF and STF Annual Review	1	1	BOM, IGP Director, IGP Staff	4	4	4	4	
	Effective & efficient income generation from implemented projects	Improved gross income generated from STF-IGP projects in support to instruction, research and extension	3.5M	3.8 M	BOM, IGP Director	4	4	5	4.33	
		Improved gross income generated from RF-IGP to support university	3.5M	5.2 M	BOM, IGP Director	5	5	5	5	
	Best Practices & Innovations	Regular repair and maintenance of IGP facilities	70%	90%	IGP Director, IGP Staff	5	4	5	4.67	
		Effective implementation of Proper Waste Segregation and Management	80%	90%	IGP Director, IGP Staff	5	5	5	5	
		Total Over-all Rating								52.67
		Average Rating								4.79
		Adjectival Rating								Outstanding

Received by:

DILBERTO O. FERRAREN

Planning Office

Date: _____

Calibrated by:

REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending Approval:

DILBERTO O. FERRAREN

VP, PRGEA

Date: _____

Approved by:

EDGARDO E. TULIN

University President

Date: _____

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average