

"Exhibit A"

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **ALLEN GLENNIE P. LAMBERT**, Head of the Grants Development Office commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the

Allen Glennie P. Lambert
ALLEN GLENNIE P. LAMBERT
OIC, Head of the Grants Development Office
7/11/24

APPROVED:
PROSE IVY G. YEPES
President
09/06/24

RECEIVED
75 JUL 2024
OFFICE OF THE PRESIDENT

Appointment/Status	Position Title	Number
Head	Executive Assistant	1
Job Order	Clerk/ SRA	1
TOTAL		2

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

UMFO No.	GDO MFO	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target (Jan-Dec, 2024)	Accomplishment Jan.- June 2024	Rating				Remarks
UMFO 6. General Administration Support Services											
	GDO MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	All Staff	Zero complaint from clients	Zero complaint from clients	5	5	5	5.00	
			Maintained workplace in compliance to ISO-5s	R. Baganiao and All staff	100%	100%	5	5	5	5.00	
	GDO MFO 2	Management and Executive Services	Effective and Efficient Management and Paperwork Services								
			Timely submission of university related grant application for institutional development	OIC Head & Clerk	100%	100%	5	5	5	5.00	
			Number of Monitoring of Departments, offices and component colleges awarded grants	OIC Head & Clerk	10	10	5	5	5	5.00	
			Effective and Efficient Public Relations Services								
			Percentage of assisted and facilitated faculty and staff related to grants	OIC Head & Clerk	100%	100%	5	5	5	5.00	
			Number of disseminating grants and call for research	OIC Head & Clerk	10	8	5	5	5	5.00	
			Total Over-all Rating							30.00	
			Average Rating							5.00	
			Adjectival Rating							0	

1- Quality 2- Efficiency 3- Timeliness 4- Average
Reviewed by: *TONI MARC L. DARGANTES*
Planning Office
Date: **JUL 15 2024**

Calibrated by:
Approved by:

ELWIN JAY V. YU
Chairman, PMT
Date: **7-15-24**

PROSE IVY G. YEPES
President
Date: **09/06/24**