

To: ~~OPPRGEA~~

OP# 168 / OP# 179
~~OPPRGEA~~ 2/18/20 2/12/20

"Exhibit A"

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, Josefina M. Larrosa, Manager, VSU Guesthouse/Pavilion 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.

Josefina M. Larrosa
JOSEFINA M. LARROSA
 Manager

Approved:

Edgardo E. Tulin
EDGARDO E. TULIN
 President

RECEIVED
 18 FEB 2020
 OPPRGEA

Appointment/ Status	Position Title	Number
Head	Manager/Admin. Asst. III	1
Regular Staff	Food Service Supervisor	1
	Household Attendant I	2
Casual Staff	Admin. Aide I	1
Job Order	Chefs, Food Servers/Attendants, Front Desk Clerk, etc.	16
	TOTAL	21

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

No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target Jan - Dec. 2019	Actual Accomplishment July - Dec. 2019	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
MFO No. 5 Support to Operations	Efficient & customer friendly frontline service	Zero percent complaint from client served	J. Larrosa A.M. C. Godoy R. Tanaid B. Javier L. Caintic JO workers	Zero valid complaint	Zero valid complaint	5	5	5	5	
	Efficient food catering services and pavilion canteen operations	No. of food catering services and daily canteen operations	J. Larrosa A.M. C. Godoy R. Tanaid B. Javier L. Caintic JO workers	1,500 catering services and canteen operations	1,031	5	4	4	4.33	

	Effective financial management	Gross income generated from catering & canteen operations	J. Larrosa A.M. C. Godoy R. Tanaid B. Javier L. Caintic JO workers	12M	9.7M+	5	5	5	5	
		No. of financial documents and reports processed for collection and payments		1,200 financial documents and reports processed	710 financial documents and reports	4	4	4	4	
	Total Over-all Rating								18.33	
	Average Rating								4.58	
	Adjectival Rating								Very Satisfactory	

Received by:


DILBERTO O. FERRAREN
 VP, PRGEA

Calibrated by:


REMBERTO A. PATINDOL
 Chairman, PMT
 2-14-2020

Approved:


EDGARDO E. TULIN
 President

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