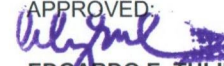


OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, **SANTIAGO T. PEÑA, JR.**, Head of the Office of the President commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January-June 2020**.

SANTIAGO T. PEÑA, JR.
Executive Assistant

APPROVED:

EDGARDO E. TULÍN
President



Appointment/ Status	Position Title	Number
Head	Executive Assistant	1
Regular Admin Staff	Admin Officer IV	1
	Admin Officer II	1
	Admin Assistant III	1
	Admin Aide IV	2
	Admin Aide I	1
	Media Production Specialist II	1
Casual Staff	Admin Aide III	1
Job Order	Clerk	1
	TOTAL	10

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

UMFO No.	OP MFO	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target (Jan-Dec, 2020)	Accomplish ment	Rating				Remarks
						Jan-June 2020	Q ¹	E ²	T ³	A ⁴	
UMFO 6. General Administration Support Services											
	OP MFO 1	General Administration and Support Services	Zero Complaint administrative services from clients	All OP Staff	Zero complaint from clients	No complaint	5	5	5	5.00	
			Maintained workplace in compliance to ISO-5s	R. Bagarinao and All OP staff	100%	100%	5	4.5	5	4.83	
			Safe and timely driving services and well-maintained vehicle	N. B. Quimco	100%	100%	5	5	4.5	4.83	
	OP MFO 2	Management and Executive Services	Effective and Efficient Management and Paperwork Services								
			Number of Memoranda/Special Orders/Certifications issued	Dr. S. T. Peña, Jr., H. V. Colis, J. M. Larrosa, LA Pamaos	800	780	5	5	5	5.00	

			No. of documents reviewed, processed & released within the day it is acted by the President or OIC	Dr. S. T. Peña, Jr., H. V. Colis, E. B. Albiso, MTM. Avila, R. Bagarinao, LA Pamaos	14,000	7,923	5	5	4.5	4.83	
			No. of correspondence and reports prepared and released	Dr. S. T. Peña, Jr., H. V. Colis, J. M. Larrosa, MB. Ubay, LA Pamaos	300	260	5	5	4.5	4.83	
			No. of projects and graduate classes of the President administratively assisted	EP B. Tulin	3	3	5	5	5	5.00	
			Number of offices under OP and special projects coordinated	Dr. S. T. Peña, Jr., H. V. Colis	10	6	5	5	5	5.00	
			Effective and Efficient Public Relations Services								
			No. of MOU/MOAs forged for establishment of linkages	Dr. S. T. Peña, Jr., H. V. Colis, J. M. Larrosa, LA Pamaos, MTM. Avila	300	170	5	5	4.5	4.83	
			No. of records compiled and retrievable	E. B. Albiso, J. M. Larrosa, EP B. Tulin, LA Pamaos, MTM. Avila,	20 bound files	12	5	5	5	5.00	
			No. of photocopying/reproduction services	EP B. Tulin, J. M. Larrosa, R. Bagarinao, MTM. Avila, MB. Ubay, LA Pamaos	8,000	4,000	5	5	5	5.00	
			Effective and Efficient President's Calendar Management								
			No. of events organized/coordinated/photodocumented	Dr. S. T. Peña, Jr., H. V. Colis, EP B. Tulin, MB. Ubay, MTM. Avila	40	25	5	5	5	5.00	
			100% of meetings and travels convened/presided/facilitated/photo-documented	Dr. S. T. Peña, Jr., H. V. Colis, EP B. Tulin, MTM. Avila, MB. Ubay	100%	100%	5	5	5	5.00	
			100% of committee assignments steered and complied	Dr. S. T. Peña, Jr., H. V. Colis, EP B. Tulin, J. M. Larrosa, E B. Albiso, R. Bagarinao, MB. Ubay, LA Pamaos, MTM. Avila	100%	100%	5	5	5	5.00	
			Total Over-all Rating							69.17	
			Average Rating							4.94	
			Adjectival Rating							O	

1- Quality

2- Efficiency

3-Timeliness

4-Average

Received by:



DILBERTO O. FERRAREN
Planning Office

Date: _____

Calibrated by:



REMBERTO A. PATINDOL
Chairman, PMT

Date: _____

Approved by:



EDGARDO E. TULIN
President

Date: _____