



OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, FRANCISCO G. GABUNADA, JR., Head of the OFFICE OF THE UNIVERSITY/BOARD SECRETARY 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 2019.

FRANCISCO G. GABUNADA, JR.

Head of Unit

Approved:

EDGARDO E. TULIN
President

Appointment Status	Appoitment/ Status	No.
Head	Board Secretary	1
Admin./Regular	Admin. Officer III	1
Admin/Casual	Admin. Aide III	1
Total		3

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

OFFICE OF THE UNIVERSITY/BOARD SECRETARY

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS- MFO 1. SECRETARIAT SERVICES TO THE BOARD OF REGENTS	P11 Number of BOR Meetings facilitated	FG Gabunada, Jr. VV Balbarino	2 meetings	4 meetings	5	5	5	5	
	P12 Number BOR Finance Committee (BOR-FC) Meetings facilitated	FG Gabunada, Jr. DM Tuditud, Jr.	2 meetings	4 meetings	4	4	4	4	
	P13 Number of Pages of Completed BOR/BOR-FC Minutes of Meetings (<i>Legal Size; double space</i>)	FG Gabunada, Jr. DM Tuditud, Jr.	80 pages	120 pages	4	4	4	4	
	P14 Number of Proceedings Transcribed	VV Balbarino	2 Proceedings	4 proceedings	5	5	5	5	
	P15 Number of BOR/ADMIN. Matrix of Actions Prepared	FG Gabunada, Jr. DM Tuditud, Jr.	2 Matrix of Actions	4 matrix of actions	4	4	4	4	
	P16 Number of Resolutions Prepared/ Signed by the Board of Regents	FG Gabunada, Jr. DM Tuditud, Jr.	75 BOR Resolutions	200 BOR Resolutions	4	4	4	4	
	P17 Number of BOR Agenda Folders Prepared Seven (7) Working Days before the Scheduled BOR Meeting	VV Balbarino AD Israel	30 Agenda Folders	56 Agenda Folders	5	5	5	5	
	P18 Number of Excerpts of Minutes of Meetings Prepared (<i>Items without Full Blown Resolution</i>)	VV Balbarino	10 Excerpts (<i>after BOR confirmed/ approved Minutes of Meetings</i>)	106 Excerpts	5	5	5	5	
	P19 Number of BOR Referenda Prepared & Passed for Board Approval	FG Gabunada, Jr. DM Tuditud, Jr.	10 Referendums	25 Referendums	4	4	4	4	

MFOs/PAPs	SUCCESS INDICATOR	PERSON RESPONSIBLE	TARGET	ACCOMPLISHMENT	RATING				REMARKS
					Q ¹	E ²	T ³	A ⁴	
OUS- MFO 2. SECRETARIAT SERVICES TO THE UNIVERSITY	PI1 Number of University Administrative Council (UADCO) & University Academic Council (UAC) Meetings facilitated	FG Gabunada, Jr. VV Balbarino AD Israel	3 Meetings	3 meetings	5	5	5	5	
	PI2 Number of pages of Completed UADCO/ UAC Minutes of Meetings (<i>Long Size; double space</i>)	FG Gabunada, Jr. DM Tudit, Jr.	100 pages	150 pages	4	4	4	4	
	PI3 Number of UADCO/UAC Proceedings Transcribed	VV Balbarino	3 proceedings	3 proceedings	5	5	5	5	
	PI4 Number of Agenda Folders Prepared/ Distributed to the UADCO/UAC Members Three (3) Working Days before the	VV Balbarino AD Israel	100 Agenda Folders	102 Agenda Folders	5	5	5	5	
	PI5 Number of documents screened and processed for conformity to BOR Requirements	FG Gabunada, Jr. VV Balbarino	5 documents	15 documents	5	5	5	5	
	PI6 Number of Univ. Curriculum Committee Meetings attended	DM Tudit, Jr.	1 meeting	1 meeting	5	5	5	5	
	PI7 Number of special Meetings attended (<i>per OP Special Order/OP Memo Received</i>)	FG Gabunada, Jr. VV Balbarino	1 meeting	1 meeting	5	5	5	5	
	PI8 Number of National/Regional/ Local special events attended/facilitated (<i>per OP Special Orders</i>)	FG Gabunada, Jr. DM Tudit, Jr.	1 Special Event	1 Special Event	4	4	4	4	
OUS- MFO4. ADMIN. GENERAL SUPPORT SERVICES	PI1 Number of Documents Received/Filed and Released	AD Israel	75 documents	245 documents	5	5	5	5	
	PI2 Number of Office Forms Prepared (Vouchers/Trip tickets/Purchase Orders/ Travel Orders, etc)	AD Israel	25 Office Forms	170 office forms	5	5	5	5	
	PI3 Percentage of Cash Advances Liquidated	VV Balbarino AD Israel	100% Liquidated	100% Liquidated	5	5	5	5	
	PI4 Percentage of PPMP/OPCR/ IPCR Reports/DTRs Prepared and Submitted	VV Balbarino AD Israel	100% Submitted	100% Submitted	5	5	5	5	
Total Over-all Rating					98	98	98	98	
Average Rating					4.67	4.67	4.67	4.67	
Adjectival Rating					Outstanding				

Received by:



DILBERTO O. FERRAREN

Vice President, PRGEA

Date: _____

Calibrated by:



REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Approved by:



EDGARDO E. TULIN

President

Date: _____

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