

I, **FRANCISCO G. GABUNADA, 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 July to December 2017..

FRANCISCO G. GABUNADA, JR.

Head of Unit

Date: _____

Approved: _____

EDGARDO E. TULIN
President

MFO No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	2017 Target	Accomplishment (July – December 2017)	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
MFO 6 General Administration Support Services	Management/ executive services	Number of MOU/MOAs forged for establishment of linkages	F. Gabunada, H.V.Colis, J.Larrosa, & Legal Office	100	273	5	5	5	5	
		100% of meetings and travels convened/presided/facilitated/photo-documented	F. Gabunada, H.V.Colis, E.B. Tulin, M. Faelnar	120	200	5	5	5	5	
		100% of committee assignments steered and complied	All OP Staff	100%	95%	5	5	5	5	
		Number of events organized/coordinated/photodocumented	F. Gabunada, H.V.Colis, E. B. Tulin, M. Faelnar	50	65	5	5	5	5	
		Number of Memoranda/Special Orders/Certifications issued	F. Gabunada, H.V.Colis, J.Larrosa	400	514	5	5	4	4.67	
		Number of offices under OP and special projects coordinated	F. Gabunada	10	10	5	5	5	5	
	Administrative Services	90% of legal services timely provided	Legal Office	90%	95%	5	5	4	4.67	
		100% of auditing services timely rendered	IASO	100%	100%	5	4	5	4.67	
		100% of web development services timely rendered	Web Team/OP	100%	100%	5	5	4	4.67	
		No. of documents reviewed, processed & released within the day it is acted by the President or OIC	F. Gabunada, H.V.Colis, E.Albiso, M.Faelnar, R. Bagarinao	14,000	17,104	5	5	5	5	
		Number of correspondence and reports prepared and released	F. Gabunada, H.V.Colis, E. B. Tulin, J. Larrosa	275	350	5	5	5	5	
		No. of projects and graduate classes of the President administratively assisted	E. B. Tulin	5	5	5	5	5	5	
	Records management	No. of records compiled and retrievable	M.Faelnar, E.Albiso, J.Larrosa, E. B. Tulin	20 bound files	25 bound files	5	5	4	4.67	
		Number of photocopying/reproduction services	OP staff	15,200 copies	17,000 copies	5	5	5	5	
	Efficient & customer-friendly assistance	Zero complaints from clients	OP staff	No Complaint	No Complaint	5	5	5	5	
Total Over-all Rating						75	74	71	73.35	
Average Rating						5	4.93	4.73	4.89	
Adjectival Rating						Outstanding				

1 – Quality; 2 – Efficiency; 3 – Timeliness; 4 – Average

REMBERTO A. PATINDOL
PMT Chair

REMBERTO A. PATINDOL
VP for Adm.and Finance

EDGARDO E. TULIN
President