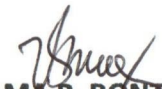



OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, VELMA P. BONTUYAN, Head of the VSU Manila Office 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 to June, 2017.

Approved:


VELMA P. BONTUYAN
 Head of Unit

Date: _____


EDGARDO E. TULIN
 President

Date: _____

MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Efficient & customer friendly frontline service	Zero percent complaint from client	Bontuyan, Aureo, Rabanos, Joya	95%	100%	5	5	5	5	
Management Services	No. of hrs. linkages, networking facilitated	Bontuyan, Aureo	320	451	5	5	5	5	
Administrative & Financial services	100% of Reports of Income, Reimbursement, Replenishment, Liquidation, travel documents and other communications	Aureo, Bontuyan, Joya	150	267	5	5	4	4.67	


Lodging Services	No. of incoming guests with reservation billeted	Joya	350 guests	404 guests	5	5	5	5	
Driving Services	No. of trips safely conducted/kilometers travelled	Rabanos	90 trips 5000 kms	102 trips 5,872kms	5	5	5	5	
Procurement	100% of canvass papers and purchase order served	Aureo, Rabanos	3 docs.	4 docs	5	4	4	4.33	
Messengerial	100% of letters and checks served	Aureo, Rabanos	33	49	5	4	4	4.33	
Total Over-all Rating								33.33	
Average Rating								4.76	
Adjectival Rating								VS	

Received by:

Calibrated by:

Recommending Approval:

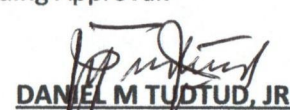
Approved by:



REMBERTO A. PATINDOL

PMT

Date: _____



DANIEL M. TUDTUD, JR.

Vice President

Date: _____



EDGARDO E. TULIN

President

Date: _____

Date: _____

1 – quality

2 – Efficiency

3 – Timeliness

4 - Average