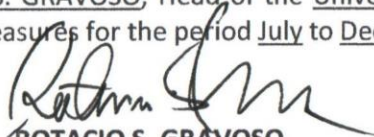


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, ROTACIO S. GRAVOSO, Head of the University Review Center 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, 2018.

  
**ROTACIO S. GRAVOSO**  
Head of Unit

  
**ARGINA M. POMIDA**  
Dean/Director

Personnel	Designation	Number
Head	URC Head	1
Casual Staff	Administrative Aide III	1
JO Staff	Administrative Aide III	1
JO Staff	Utility/Messenger	2

MFOs/PAPs	Success Indicators	Targets	Actual Accomplishment	Unit/Persons Responsible	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO 6: General Administration and Support Services									
I. Efficient and customer friendly frontline service	0% percent complaints from client served	0 complaint	0 complaints	Head/URC Staff	5	5	5	5.00	
II. Effective and efficient processing of administrative and financial documents	Timely preparation, processing and release of all administrative and financial documents	Official documents prepared and processed are acted and released on time	Released and processed all administrative and financial documents on time	Head/URC Staff	5	5	4	4.67	
III. Effective management and monitoring services	Percentage of URC reviewee passers in the Licensure examination for Teachers exam	50%	BEED – 27.27% BSED – 51.43%	Head/URC Staff	3	4	5	4.00	
	Regular monitoring of the review classes conducted.	Review classes are monitored regularly to evaluate per area.	Monitored the Agriculturists and Teachers review classes conducted	Head/URC Staff	4	5	5	4.67	

	Percentage satisfaction of the reviewees	90%	90.72%	Head/URC Staff	5	5	5	5.00	
<b>IV. Efficient and effective Income Generation from the project</b>	Improved gross income generated from the review class offered.	175,000.00	194,500.00	Head/URC Staff	5	5	5	5.00	
<b>Total Over-all Rating</b>	<b>28.34</b>								
<b>Average Rating</b>	<b>4.72</b>								
<b>Adjectival Rating</b>	<b>Outstanding</b>								

Received by:

\_\_\_\_\_  
Planning Office

Date: \_\_\_\_\_

Calibrated by:

  
**REMBERTO A. PATINDOL**  
Chairman, PMT

Date: \_\_\_\_\_

Recommending Approval:

  
**DILBERTO O. FERRAREN**  
Vice President

Date: \_\_\_\_\_

Approved by:

  
**EDGARDO E. TULIN**  
President

Date: \_\_\_\_\_

1 – Quality

2 – Efficiency

3 – Timeliness

4 - Average