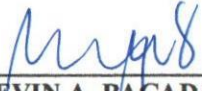



# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, NEVIN A. PACADA, Head, Visayas State University-Cebu Office(VCO) commits to deliver and agree to be rated on the following targets in accordance with the indicated measures for the period January 1 - June 30, 2022.

Approved:

  
NEVIN A. PACADA  
Head, VCO

7/8/2022  
Date

  
RYSAN C. GUINOCOR  
Director for Administrative Services

Date



Appointment/Status	Position Title	Number	Rating Equivalents:
Head	Admin. Assistant II	1	5 - Outstanding
Regular Staff	Admin. Aide IV	1	4 - Very Satisfactory
Order	Caretaker	1	3 - Satisfactory
	TOTAL	3	2 - Fair
			1 - Poor

GASSs/PAPs	Success Indicators	Persons Responsible	Target (Jan. - Jun. 2022)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UGAS5: SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODAS STO 1: ISO 9001:2015 aligned documents and compliant process	PI 1. Percentage of clients served rated the services received at least very satisfactory or higher	All VCO Staff	95% of clients rated services as very satisfactory or higher	98% of clients rated services as very satisfactory or higher	4	5	5	4.67	
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS STO 3: ARTA aligned frontline services	PI 1. Efficient & customer friendly frontline service	All VCO Staff	Zero percent complaint from clients served	Zero percent complaint from clients served	4	4	5	4.33	
VPAF STO4: INNOVATIONS & BEST PRACTICES									
ODAS STO 4: Innovations & new Best Practices	PI 1. Number of new systems/innovations/ proposals introduced and implemented	All VCO Staff	9 new monitoring forms prepared	9 new monitoring forms prepared	4	4	4	4.00	
UMFO6: GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS)									
ODAS GASS 11: VSU-CEBU OPERATION AND MANAGEMENT									

GASSs/PAPs	Success Indicators	Persons Responsible	Target (Jan. - Jun. 2022)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
VCO GASS 1: VSU-Cebu Operation and Management	PI 1. No. of procurement-related services performed	N. Pacada, R. Gioman	55 RFQs, 50 POs, 70 checks served and retrieved; 6 ACIC, 8 NOA, 4 NTP, 4 CA delivered; 35 purchased items picked up; 35 shipments facilitated	93 RFQs, 55 POs, 71 checks served and retrieved; 6 ACIC, 10 NOA, 11 NTP, 8 CA delivered; 50 purchased items picked up; 70 shipments facilitated	4	5	4	4.33	
	PI 2. Number of reports/ for replenishment/payroll documents submitted to IGP, COA, and Accounting	Nevin A. Pacada	6 monthly reports to IGP, 10 monthly report on cash receipts and cash disbursements to COA, 14 for replenishments, 12 payrolls, and 8 payment vouchers to Accounting	6 monthly reports to IGP, 12 monthly report on cash receipts and cash disbursements to COA, 18 for replenishments, 12 payrolls, and 10 payment vouchers to Accounting	5	5	4	4.67	
	PI 3. No. of linkages with external agencies maintained	N. Pacada, R. Gioman	3 (Cebu City Hall, Camputhaw Brgy Hall, LBP-Mango)	3 (Cebu City Hall, Camputhaw Brgy Hall, LBP-Mango)	4	4	5	4.33	
	PI 4. No. of staff meetings presided/conducted to discuss problems & solutions	N. Pacada	5 staff meetings conducted	6 staff meetings conducted	4	4	4	4.00	
	PI 5. No. of minutes of staff meetings prepared	N. Pacada	5 minutes of meetings prepared	6 minutes of meetings prepared	4	4	4	4.00	



GASSs/PAPs	Success Indicators	Persons Responsible	Target (Jan. - Jun. 2022)	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	PI 6. No. of liaisoning services requested from the main campus facilitated/complied	N. Pacada, R. Gioman	9 requests facilitated	10 requests facilitated	5	5	5	5.00	
	PI 7. No of assistance to guests on official travel in Cebu facilitated/complied	N. Pacada, R. Gioman	8 requests for assistance attended and facilitated	10 requests for assistance attended and facilitated	5	5	5	5.00	
	PI 8. VSU Cebu Office building and lawn cleaned and well maintained and clients/guests well entertained	All VCO Staff	zero complaint from clients/guests service rated very satisfactory or higher	zero complaint from clients/guests service rated very satisfactory or higher	5	4	4	4.33	
	PI 9. Number of lodging accomodation frontline-related services performed	All VCO Staff	25 guests welcomed and registered at reception, 25 guests provided room accomodation, 25 ORs issued for lodging service fees	99 guests welcomed and registered at reception, 99 guests provided room accomodation, 47 ORs issued for lodging service fees	4	5	5	4.67	
	PI 10. Number of weekly general cleaning services of the VCO premises performed	N. Pacada, R. Gioman	19 weeks general clearing services	22 weeks general clearing services	4	5	5	4.67	
	PI 11. Number of maintenance/repair services performed	All VCO Staff	25 maintenance/repair services performed	34 maintenance/repair services performed	4	5	5	4.67	
		Total Over-all Rating						62.67	
		Average Rating						4.48	
		Adjectival Rating							

Received by:

**TONI MARC L. DARGANTES**  
Planning Office

Date: 7/13/2022

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

Calibrated by:

**DANIEL LESLIE S. TAN**  
Chairman, PMT

Date: JUL 22 2022

Approved:

**EDGARDO E. TULIN**  
University President

Date: 7/25/22