"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

JAN 25 2019

I, DANIEL M. TUDTUD, JR.	, Head of theOFFICE OF THE UNIVERSITY	/BOARD SEC	CRETARY	commits to deliver	and agree to be rated on the
attainment of the following targets in a	accordance with the indicated measures for the period	July to	December	, 2018.	A = = = = = = = = = = = = = = = = = = =
REMBERTO A. PATINDOL	Approved:				DANEL M. TUDTUD, JR. Head of Unit
Chairman, PMT	Myne			Date:	
	EDGARDO E. TULIN				

President

Personnel	rsonnel Designation	
Head	University/Board Secretary	1
Regular Admin Staff	Administrative Officer III	1
Regular Admin Staff	Administrative Aide III	1
Total		3

Rating Equivalents: 5 - Outstanding 4 - Very Satisfactory

- 3 Satisfactory
- 2 Fair

Success Indicators	Persons Responsible	2018 Target	Percentage of Accomplishments	Actual Accomplishment	Rating				Dansada
access maleurers					Q ¹	E ²	T ³	A ⁴	Remarks
OFFICE OF THE UNIVERSITY/BOARD SECRETARY									
Zero percent complaint from client served	DMTudtud, VVBalbarino, ADIsrael	0%	0%	0%	5	NA	NA	5	
Number of meetings successfully undertaken - Board of Regents - University Administrative Council - University Academic Council	DMTudtud, VVBalbarino, ADIsrael	4 meetings	275%	11	5	5	5	5	
100% of BOR materials successfully distributed 7 days before the meeting	DMTudtud	2 Official Trips	300%	6	5	5	5	5	
BOR Finance Committee	DMTudtud	2 meetings	150%	3	5	5	5	5	
Number of completed documents prepared within 7 working days before scheduled meeting - Board of Regents - University Administrative Council - University Academic Council	DMTudtud, VVBalbarino, ADIsrael	100 items	192%	192	5	5	5	5	
	Zero percent complaint from client served Number of meetings successfully undertaken - Board of Regents - University Administrative Council - University Academic Council 100% of BOR materials successfully distributed 7 days before the meeting BOR Finance Committee Number of completed documents prepared within 7 working days before scheduled meeting - Board of Regents - University Administrative Council	OARD SECRETARY Zero percent complaint from client served Number of meetings successfully undertaken - Board of Regents - University Administrative Council 100% of BOR materials successfully distributed 7 days before the meeting BOR Finance Committee Number of completed documents prepared within 7 working days before scheduled meeting - University Administrative Council DMTudtud VVBalbarino, ADIsrael DMTudtud AUINTUDE STATE OF THE STATE OF T	OARD SECRETARY Zero percent complaint from client served Number of meetings successfully undertaken - Board of Regents - University Administrative Council 100% of BOR materials successfully distributed 7 days before the meeting BOR Finance Committee Number of completed documents prepared within 7 working days before scheduled meeting - Board of Regents - University Administrative Council DMTudtud 2 Official Trips DMTudtud 2 meetings DMTudtud 2 meetings DMTudtud 4 meetings DMTudtud 7 days before the meeting DMTudtud 7 meetings DMTudtud 9 meetings DMTudtud 100 items ADIsrael DMTudtud 100 items ADIsrael	Accomplishments OARD SECRETARY Zero percent complaint from client served Number of meetings successfully undertaken - Board of Regents - University Administrative Council 100% of BOR materials successfully distributed 7 days before the meeting BOR Finance Committee Number of completed documents prepared within 7 working days before scheduled meeting - Board of Regents - University Academic Council DMTudtud 2 Official Trips 300% DMTudtud 2 meetings 150% DMTudtud 2 meetings 150%	Accomplishments Responsible OARD SECRETARY Zero percent complaint from client served Number of meetings successfully undertaken - Board of Regents - University Academic Council 100% of BOR materials successfully distributed 7 days before the meeting BOR Finance Committee Number of completed documents prepared within 7 working days before scheduled meeting - University Administrative Council - University Academic Council - University Academic Council - University Academic Council - University Academic Council	Accomplishments Accomplishment	Accomplishments Accomplishments Accomplishments Accomplishment Q1 E2 OARD SECRETARY Zero percent complaint from client served DMTudtud, VVBalbarino, ADIsrael Number of meetings successfully undertaken - Board of Regents - University Administrative Council - University Academic Council 100% of BOR materials successfully distributed 7 days before the meeting BOR Finance Committee Number of completed documents prepared within 7 working days before scheduled meeting - Board of Regents - University Administrative Council - University Academic Council - University Academic Council	Accomplishments Accomplishment Q1 E2 T3 OARD SECRETARY Zero percent complaint from client served DMTudtud, VVBalbarino, ADIsrael Number of meetings successfully undertaken - Board of Regents - University Academic Council 100% of BOR materials successfully distributed 7 days before scheduled meeting - Board of Regents - DMTudtud 2 Official Trips - DMTudtud 2 meetings - DMTudtud 2 meetings - DMTudtud	Accomplishments Accomplishments Accomplishments Accomplishment Q1 E2 T3 A4 Zero percent complaint from client served DMTudtud, VVBallbarino, ADIsrael Number of meetings successfully undertaken - Board of Regents - University Academic Council 100% of BOR materials successfully distributed 7 days before the meeting BOR Finance Committee DMTudtud 2 meetings 150% 3 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5

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MFO	Success Indicators	Persons Responsible	2018 Target	Percentage of Accomplishments	Actual Accomplishment	Rating				Domografia		
*						Q ¹	E ²	T ³	A ⁴	Remarks		
* Minutes of meetings	Number of completed documents prepared within 7 working days before scheduled meeting - Board of Regents - University Administrative Council	VVBalbarino, ADIsrael	5,000 pages	113%	5,652	5	5	5	5			
	- University Academic Council											
* Other documents	Number of completed documents prepared within 7 working days before scheduled meeting	VVBalbarino,	10,000 pages	109%	10,860	5	5					
	- Board of Regents	ADIsrael						5	5			
	- University Administrative Council											
	- University Academic Council											
Board Resolutions	100% completed documents prepared within 7 working days before scheduled meeting	DMTudtud	80 pages	495%	396	5	5	5	5			
	- Board of Regents											
Proceedings of Meetings Recorded, Transcribed and Filed	Number of Minutes of Meetings transcribed within 14 working days after meeting and retrievable within 3 minutes - Board of Regents	VVBalbarino	VVBalbarino	•	175 pages	297%	520	5	5	5	5	
	- University Administrative Council											
	- University Academic Council											
Minutes of Meetings	Number of Minutes of Meetings prepared within 14 working days after trascription and retrievable within 3 minutes	DMTudtud 100 p										
	- Board of Regents		100 pages	323%	323	5	5	5	5			
	- University Administrative Council											
	- University Academic Council											
	- BOR Finance Committee Meeting											

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MFO	Success Indicators	Persons Responsible	2018 Target	Percentage of Accomplishments	Actual Accomplishment	Q ¹	Ra ²	ting T ³	A ⁴	Remarks
Information Dissemination	on Dissemination Number of BOR resolutions and materials disseminated to appropriate offices within 5 working days from date of BOR Chairman signed the Resolution		1,000 pages	156%	1,560	5	5	5	5	
released within 2 days from receipt of	Number of BOR resolutions/ documents released within 2 days from receipt of request	ADIsrael	500 pages	185%	926	5	5	5	5	
Performance of Other	Number of other assigned tasks									
Functions Assigned by the	completed before the deadline									
President, OVPI, OVPPRGEA	* Attendance to Special/Standing University Committee Meetings	DMTudtud	5 meetings attended	140%	7	5	5	5	5	
	 * In support of the OVPPRGEA (Lay-out VSU Annual Reports) 	ADIsrael	80 pages	0%	-	-	-	-	-	
	* In support of the Office of the President	DMTudtud	5 requests	160%	8	5	5	5	5	
Total Over-all Rating						70	65	65	70	
Average Rating						5	5	5	5	
Adjectival Rating							Outsto	anding		

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PMi

Date: _____

Approved by:

EDGARDO E. TULIN

President

Date: _____

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4 - Average

^{1 -} Quality 2 - Efficiency

^{3 -} Timeliness