

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **Roden D. Troyo**, Ground & Landscape Maintenance Unit, commits to deliver and agree to be rated on the attainment of the following targets the indicated in accordance with measures for the period **JANUARY - JUNE 2021**

Approved:


RODEN D. TROYO

Ratee


MARIO LILIO VALENTONA

Director PPO



Personnel Composition	Position Title/Designation	Number
Head	Associate Professor	1
Regular staff	Admin Aide I	1
Regular staff	Admin Aide III	1
Regular staff	Admin Aide III (Driver)	1
	Sub-TOTAL	4
Job Order	Adm. Aide I	14
	Sub Total	14
	TOTAL	18

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of Jun. 30	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO5: Support to Operations (STO)										
VPAF STO1: ISO 9001:2015 aligned documents										
	PI 1. Number of quality procedures prepared/revised	Roden Troyo & GLM personnels	4	4	100%	5	5	5	5.00	
VPAF STO4: Innovations & Best Practices										
	PI 2. Number of innovative and revised policies/guidelines prepared and finally approved	Roden Troyo & GLM personnels	4	4	100%	5	5	5	5.00	
UMFO6: General Administrative and Support Services										
VPAF GASS 1: Administrative and Support Services Management										
	PI 3. Number of personnel supervised	Roden Troyo & GLM personnels	18	18	100%	5	5	5	5.00	

						Rating				
	PI 4. Number of administrative services, equipment service requests and financial/administrative documents acted within time frame	Roden Troyo & GLM personnels	700	700	100%	5	5	5	5.00	
	PI 5. Number of offices and units directly supervised, monitored and coordinated	Roden Troyo & GLM personnels	1	1	100%	5	5	5	5.00	
	PI 6. Efficient & customer-friendly frontline service	Roden Troyo & GLM personnels	100%	100%	100%	5	5	5	5.00	
VPAF GASS 4: Maintenance of Facilities and Equipment										
35	PI 7. Number of building and facilities inspected for preventive maintenance.	Roden Troyo & GLM personnels	100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works	100%	5	5	5	5.00	
10	PI 8. Number of building and facilities conducted repair and maintenance for corrective maintenance.	Roden Troyo all GLM personnels	100% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenance Works	100%	5	5	5	5.00	
	PI 9. Timely-Garbage collection and disposal.	Roden Troyo and Garbage Collectors	100% Collected and Disposed	100% Collected and Disposed	100%	5	5	5	5.00	
5	PI 10. Well-maintained landscape and Street Cleaning Areas in the Campus	Roden Troyo all GLM personnels	100% of scheduled Well Maintained Areas in the Campus Works	100% of scheduled Well Maintained Areas in the Campus Works	100%	5	5	5	5.00	
Total Over-all Rating									50.00	
Average Rating									5.00	
Adjectival Rating									0	

Received by:



DANIEL LESLIE S. TAN

Planning Director, Office

Date: JUL 23 2021

Calibrated by:



REMBERTO A. PATINDOL

PMT Chairman

Date: 7/21/21

Recommending Approval:



REMBERTO A. PATINDOL

Vice Pres. For Admin. & Finance

Date: 7/21/21

Approved:



EDGARDO E. TULIN

President

Date: _____