

I, RYSAN C. GUINOCOR, Head of the Office of the Head for General Services commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for measures for the period of July-December 2022.

JAN 17 2023

Date _____

Approved:

DANIEL LESLIE S. TAN
VP for Admin. & Finance

[illegible]

<i>Appointment/Status</i>	<i>Position Title</i>	<i>Number</i>
OIC Head, Office of the Head for General Services	Chief Administrative Officer	1
Job Order	Admin. Aide III	1
	TOTAL	2

Rating Equivalents:
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair
1 - Poor

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2022)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
ODAS STO 1:1: ISO 9001:2015 aligned documents and compliant processed	PI. 1:Percentage of clients served rated the services received at least very satisfactory or higher	All GSO utility	95% of clients rated services as very satisfactory or higher	95% of clients rated services as very satisfactory or higher	5	5	5	5	Under review of the VP, Admin. & Finance
	PI. 2: Number of QPs updated or revised to the ODQA	Atty. Rysan Guinocor	1	0	0	0	0	0	
	PI. 3: Number of QPs registered to the ODQA	Atty. Rysan Guinocor	1	0	0	0	0	0	
OVPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/STO 3: ARTA aligned frontline services	PI. 1:Efficient & customer friendly frontline service	RC. Guinocor, GSO staff and All GSO utility	Zero percent complaint from clients served	100% accomplished	5	5	5	5	Note: Please refer to customer satisfaction survey result from QAC
ODAS/GASS 7: GENERAL SERVICES	PI.2.Percentage of comfort room cleaned and disinfected	All GSO utility	100% cleaned and disinfected	100% cleaned	5	5	4	4.67	
	PI.3:Number of documents delivered to different units	All GSO utility	100 documents	7,636 documents	5	5	5	5	

	PI.4: Percentage of floor area cleaned	All GSO utility	100% floor area cleaned in a week	100% floor area cleaned	5	5	4	4.67	
	PI.5: Percentage of trashbins cleaned and sanitized	All GSO utility	100% cleaned and sanitized	100% cleaned and sanitized	5	5	4	4.67	
	PI.6: Percentage of VSU offices cleaned	All GSO utility	100% cleaned	100% VSU offices cleaned	5	5	5	5	
	PI.7: Monthly Accomplishment Report	All GSO utility	24 Monthly Accomplishment Reports conducted	8	5	5	5	5	
	PI.8: Percentage of Alay Linis facilitated and participated	Atty. Rysan Guinocor and all GSO utility	100% facilitated and participated	100% facilitated and participated	5	5	5	5	
<u>OVPAF STO 4: Innovations & Best Practices</u>									
ODAS STO 4: New Systems/Innovations/Proposals introduced and implemented	PI 1: No. of new sytems/innovations introduced	Atty. Rysan Guinocor and staff	1 innovation	2	5	5	5	5	
		Total Over-all Rating			50	50	47	49.01	
		Average Rating			4.17	4.17	3.92	4.08	
		Adjectival Rating							

Received by:

TONI MARC L. DARGANTES

Planning Office

Date: **JAN 18 2023**

Calibrated by:

DANIEL LESLIE S. TAN

Chairman, PMT

Date: **JAN 18 2023**

Approved by:

EDGARDO E. TULIN

University President

Date: **1/20/2023**

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average