

## OFFICE PERFORMANCE COMMITMENT REVIEW FORM (OPCR)

I, **ALLEN GLENNIE P. LAMBERT**, Head of the Office of the Executive Assistant commits to deliver and agree on the attainment of the following targets in accordance with the indicated measures for the period July-December 2022.

  
**ALLEN GLENNIE P. LAMBERT**  
 Executive Assistant

Approved by:

  
**EDGARDO E. TULIN**  
 President



Appointment/ Status	Position Title	Number
<b>Regular</b>	Executive Assistant	1
	Administrative Officer IV	1
	Administrative Asst III	1
	Admin Aide IV	3
	Admin Aide III	1
	Media Production Specialist II	1
	Instructor 1	1
<b>Job Order</b>	Admin Aide (Receiving/Releasing Clerk)	1
<b>Total</b>		<b>10</b>

## Rating Equivalents:

- 5 – Outstanding
- 4 – Very Satisfactory
- 3 – Satisfactory
- 2 – Fair
- 1 – Poor

UMF O No.	OP MF O	MFOs/PAPs	Success Indicators	Unit/Person s Responsible	Target (Jan-Dec 2022)	Accomplish - ment	Rating				Remarks
						Jul-Dec 2022	Q 1	E 2	T 3	A 4	
	OP MF O 1	General Administration and Support Services	Zero Complaint of administrative services rendered to clients	All OP staff	Zero Complaint	Zero Complaint	5	5	5	5	
			Maintained workplace in compliance to ISO-5S	All OP staff	100%	100%	5	5	5	5	
			Safe and timely driving services and well-maintained vehicle	NBQuimco	100%	100%	5	5	5	5	
	OP MF O 2	Management and Executive Services	Effective and Efficient Management and Paperwork Services								
			Number of Memoranda/ Memoranda Circular/ Special Order/Certifications/Certificate of Appearance issued	AGPLambert MEMUmpad LBPamaos JMLarroza MPUbay GGongora	1000	Memo - 226 MC - 80 Com - 576 CAs - 89 Certs - 42 AO - 1 SO - 2 AT - 85 <b>Total 1,101</b>	5	5	5	5	
			Number of documents reviewed, processed & released within the day it is acted by the President or OIC	AGPLambert MEMUmpad MTPAvila RBagarinao	14,500	7800	5	5	5	5	
			No. of correspondence and reports prepared and released	AGPLambert MEMUmpad MPUbay GGongora LBPamaos MTPAvila EBAlbiso	350	200	5	5	5	5	
			Number of offices coordinated and special projects coordinated	AGPLambert MEMUmpad MPUbay	10 2 SP	10 4 SP	5	5	5	5	Special projects: Internationalization Program with 15 research projects Futures Thinking with 3 research projects, CHED

			<b>Effective and Efficient Public Relations Services</b>								
			No. of MOUs/MOAs reviewed / forged for establishment of linkages	AGPLambert EMUmpad EBAlbiso	165	330	5	5	5	5	
			No. of records compiled and retrievable	LAPamaos EBAlbiso	1000 docs	1431	5	5	5	5	Composed of MOA, outside communications, Memo , MCs, communications for OP, attendance, notice of meetings, CAs, adm. order authority to travel, authorization
			No. of photocopying/reproduction services	AGPLambert MEMUmpad LBPamaos JMLarroza MPUbay GGongora EBAlbiso MTPAvila	8,500	5,000	5	5	5	5	
			<b>Effective and Efficient President's Calendar Management</b>								
			No. of events organized /coordinated /photodocumented	AGPLambert EMUmpad MPUbay GGongora LAPamaos	25	15	5	5	5	5	
			Percentage of Meetings/travels convened/presided/facilitated/photodocumented	AGPLambert EMUmpad MPUbay GGongora LAPamaos	100	100	5	5	5	5	
			Percentage of committee assignments steered and complied	AGPLambert MEMUmpad LBPamaos JMLarroza MPUbay GGongora EBAlbiso MTPAvila RBagarinao	100	100	5	5	5	5	

		Total Over-all Rating					70	70	70	70	
		Average Rating					5	5	5	5	
		Adjectival Rating					Outstanding				

1- Quality  
2-

2- Efficiency

3- Timeliness

4- Average

Reviewed by:



**TONI MARC L. DARGANTES**

Planning Officer  
DEC 23 2022

Calibrated by:



**DANIEL LESLIE S. TAN**

Chairman, PMT  
JAN 04 2023

Approved by:



**EDGARDO E. TULIN**

University President  
1/5/2023