OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I,DANIEL M. TUDTUD, JR.	, Head of the	OFFICE OF THE UNIVERSITY	/BOARD SECR	ETARY	commits to deliver and agree to be rated on the
attainment of the following targets in acc	cordance with the indicated	measures for the period	July to	December	, 2017.
	DANIEL M. TUDTUD, JR. Head of Unit			Approved:	EDGARDO E. TULIN ** President

Personnel	Designation	Number
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

MFO	Success Indicators	Persons	2015 Target	Percentage of	Actual	Ro		Rating		Remarks
I MI O	30ccess malcalors	Responsible	2013 luigei	Accomplishments	Accomplishment	Q ¹	E ²	T ³	A ⁴	Kellidiks
OFFICE OF THE UNIVERSITY/BO	OARD SECRETARY									
Efficient and customer friendly frontline service	Zero percent complaint from client served	DMTudtud, VVBalbarino, ADIsrael	0%	0%	0%	5	NA	NA	5	-
Meetings Organized and Facilitated	Number of meetings successfully undertaken - Board of Regents - University Administrative Council - University Academic Council	DMTudtud, VVBalbarino, ADIsrael	4 meetings	175%	7	5	5	5	5	
	100% of BOR materials successfully distributed 7 days before the meeting	DMTudtud	2 Official Trips	150%	3	5	5	5	5	
	BOR Finance Committee	DMTudtud	2 meetings	100%	2	5	5	5	5	
Documents Prepared attendant to Meetings: * Proposals for action	Number of completed documents prepared within 7 working days before scheduled meeting - Board of Regents - University Administrative Council - University Academic Council - BOR Finance Committee Meeting	DMTudtud, VVBalbarino, ADIsrael	100 items	105%	105	5	5	5	5	

MFO	Success Indicators	Persons 2015 Target	Percentage of	Actual	Rating			D		
		Responsible	2015 larger	Accomplishments	Accomplishment	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 - University Academic Council	VVBalbarino, ADIsrael	5,000 pages	105%	5,240	5	5	5	5	
*Other documents	Number of completed documents prepared within 7 working days before scheduled meeting - Board of Regents - University Administrative Council - University Academic Council	VVBalbarino, ADIsrael	10,000 pages	105%	10,500	5	5	5	5	
Board Resolutions	100% completed documents prepared within 7 working days before scheduled meeting - Board of Regents	DMTudtud	80 pages	118%	94	5	5	5	5	
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 - University Administrative Council - University Academic Council	VVBalbarino	175 pages	132%	231	5	5	5	5	,
Minutes of Meetings	Number of Minutes of Meetings prepared within 14 working days after trascription and retrievable within 3 minutes - Board of Regents - University Administrative Council - University Academic Council - BOR Finance Committee Meeting	DMTudtud	100 pages	196%	196	5	5	5	5	

MFO	Success Indicators	Persons 2015 To	2015 Target	2015 Target Percentage of	Actual	Rating				Remarks
MIO	30ccess malcalors	Responsible	2013 larger	Accomplishments	Accomplishment	Q	E ²	T ³	A ⁴	kemarks
Information Dissemination	Number of BOR resolutions and materials disseminated to appropriate offices within 5 working days from date of BOR Chairman signed the Resolution	DMTudtud, VVBalbarino,	1,000 pages	156%	1,560	5	5	5	5	
	Number of BOR resolutions/ documents released within 2 days from receipt of request	ADIsrael	500 pages	102%	510	5	5	5	5	
Performance of Other Functions Assigned by the	Number of other assigned tasks 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	138%	110	5	5	5	5	
	 * In support of the Office of the President 	DMTudtud	5 requests	100%	5	5	5	5	5	
	* In support of the Office of the Vice President for Instruction: Facilitates Faculty Evaluation by Students	VVBalbarino	200 students	-	-	-	-	-	-	
	* In support of the OVPPRGEA: For IGP-BOM & Housing Commission) (/ D =								
	- Number of meetings attended	VVBalbarino	2 meetings	100%	2	5	5	5	5	
	- Number of documents received & files		50 documents	120%	60	5	5	5	5	
Total Over-all Rating						85	80	80	85	
Average Rating						5	5	5	5	
Adjectival Rating							Outsto	ınding		

Received by:	Calibrated by:	Recommending Approval:	Approved by:
	REMBERTO A. PATINDOL		EDGARDO E. TULIN
Planning Office	PMT		President
Date:	Date:	Date:	Date:

- 1 Quality 2 Efficiency
- 3 Timeliness
- 4 Average