## OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

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.

Approved:

RYSAN C. GUINOCOR Head, General Services Office

Date

DANIEL LESLIE S. TAN VP for Admin. & Finance

Position Title	Mumber							JAN 4
	Number							E DI
Chief Administrative Officer		Rating Equivalents:		1				BY:
		5 - Outstanding						E CA
Admin. Aide III	1	3 - Satisfactory 2 - Fair						1
								321
								BY: JAN 1 B
TOTAL								
		T	Astrol	Detine				Pomerke
Success indicators	Persons Responsible	Target (January-December 2022)	Accomplishments				T - 4	Remarks
				ď.	E-	I.	A	
OPERATIONS								
01:2015 ALIGNED DOCUMENTS				-	T	Т	_	
Pl. 1:Percentage of clients served	All GSO utility	95% of clients rated services as	95% of clients rated	5	5	5	5	
rated the services received at least		very satisfactory or higher	services as very					
very satisfactory or higher			satisfactory or higher					
Pl. 2: Number of QPs updated or	Attv. Rysan Guinocor	1	0	0	0	0	0	Under review of the VP, Admin
revised to the ODQA								& Finance
PI 2: Number of OPs registered to	Athy Byson Guinosor	1	0	0	0	0		
the ODQA	Ally. Rysair Guinocoi		0	0	0	0		
LIGNED COMPLIANCE AND REPO	RTING REQUIREMENTS			-		_		
		Zoro porcent complaint from clients	100% accomplished	-	E	E	-	Note: Please refer to custome
			100% accomplished	5	5	5	5	satisfaction survey result from
TOTAL SOLVIOS	Goo dainly	301700						QAC
PI.2 Percentage of comfort room	All GSO utility	100% cleaned and disinfected	100% cleaned	5	5	4	4 67	
cleaned and disinfected	, and odd during	10070 dictation and distinuous	Too % cicario				4.07	
DI 3-Number of decuments	All GSO utility	100 documents	7 636 documents	5	5	5	5	
	All GGO dulity	100 documents	1,030 documents	5	5	5	5	
The state of the second second				1	1	1	1	1
	TOTAL Success Indicators  OPERATIONS  01:2015 ALIGNED DOCUMENTS  PI. 1:Percentage of clients served rated the services received at least very satisfactory or higher  PI. 2: Number of QPs updated or revised to the ODQA  PI. 3: Number of QPs registered to the ODQA  LIGNED COMPLIANCE AND REPORT OF THE PROPERTY OF THE PR	Admin. Aide III  Admin. Aide III  TOTAL  Success Indicators  Persons Responsible  OPERATIONS  1:2015 ALIGNED DOCUMENTS  PI. 1:Percentage of clients served rated the services received at least very satisfactory or higher  All GSO utility  PI. 2: Number of QPs updated or revised to the ODQA  Atty. Rysan Guinocor  Atty. Rysan Guinocor  Atty. Rysan Guinocor  Atty. Rysan Guinocor  RC. Guinocor, GSO staff and All GSO utility  PI. 1:Efficient & customer friendly GSO utility  PI. 2: Percentage of comfort room cleaned and disinfected  All GSO utility	Chief Administrative Officer  Admin. Aide III  TOTAL  TOTAL  Success Indicators  Persons Responsible  Target (January-December 2022)  Persons Responsible  Target (January-December 2022)  Persons Responsible  Target (January-December 2022)  Pi. 2: Percentage of clients served rated the services received at least very satisfactory or higher  Pi. 2: Number of QPs updated or revised to the ODQA  Alty. Rysan Guinocor  The ODQA  Atty. Rysan Guinoco	Chief Administrative Officer  Admin. Aide III  TOTAL  Success Indicators  Persons Responsible  Target (January-December 2022)  Actual Accomplishments  OPERATIONS  M: 2015 ALIGNED DOCUMENTS  P1. 1:Percentage of clients served rated the services received at least very satisfactory or higher  P1. 2: Number of QPs updated or revised to the ODQA  Atty. Rysan Guinocor  P1. 3: Number of QPs registered to the ODQA  Atty. Rysan Guinocor  The ODQA  Atty. Rysan Guinocor  Atty. Rysan Guinocor  Atty. Rysan Guinocor  The ODQA  Atty. Rysan Guinocor  Atty. Rysan Guinocor  Atty. Rysan Guinocor  The ODQA  Atty. Rysan	Chief Administrative Officer    Admin. Aide III	Chief Administrative Officer  I 1	Chief Administrative Officer    Admin. Aide III	TOTAL  Success Indicators  Persons Responsible  Target (January-December 2022)  Actual Accomplishments  Q¹

Received! ANAGEL B. VERNEN

	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	
- 1	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	
OVPAF STO 4: Innova	tions & Best Practices								
	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							
Decelored by		O-lib-stad bas	A 11						

Received by:

TONI MARC L. DARGANTES
Planning Office
Date: JAN 1 8 2023

1- Quality

2 - Efficiency

3 - Timeliness

4 - Average

Calibrated by:

DANIEL LESLIE S. TAN Chairman, PMT

Date:

Approved by:

University President
Date: | 20 2023