

## OFFICE PERFORMANCE COMMITMENT &amp; REVIEW FORM (OPCR)

OPI 8596-8610  
8/28/18I, CONNEL D. ANTIPASO, Head of the Office of the President commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June, 2017.CONNEL D. ANTIPASO

Head of Unit

Approved:

EDGARDO E. TULIN  
President

Date: \_\_\_\_\_

MFO No.	MFOs/PAPs	Success Indicators	Unit/Persons Responsible	2017 Target	Actual Accomplishment as of June 2017	Details of Accomplishment	Rating				Remarks
							Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO 6 General Administration Support Services	Management/executive services	Amount of resources/funds generated from funding agencies	C. Antipaso, J.Larrosa	P20M	P16M		5	5	5	5.00	
		Number of MOU/MOAs forged for establishment of linkages	C. Antipaso, J.Larrosa, & Legal Office	100	155		5	5	5	5.00	
		Number of meetings and travels convened/presided/facilitated/photo-documented	C. Antipaso, M. Faelnar	120	111		5	5	5	5.00	
		100% of committee assignments steered and complied	All OP Staff	100%	50		5	5	5	5.00	
		Number of events organized/coordinated/photodocumented	C. Antipaso, M. Faelnar	50	35		5	5	5	5.00	
		Number of Memoranda/Special Orders/Certifications issued	C. Antipaso, J.Larrosa	400	332		5	5	5	5.00	
		Number of offices under OP and special projects supervised	C. Antipaso	10	10		5	5	5	5.00	
	Administrative services	90% of legal services timely provided	Legal Office	90%	90%		5	5	4	4.67	
		100% of auditing services timely rendered	IASO	100%	100%		5	4	5	4.67	
		100% of Obelisk newsletter prepared released on time	Information Office	100%	100%		5	5	4	4.67	
		100% of web development services timely rendered	Web Team/OP	100%	100%		5	5	5	5.00	
		Number of documents reviewed, processed & released within the day it is acted by the President or OIC	C. Antipaso, E.Albiso, M.Faelnar, R. Bagarinao	12,200	7,438		5	5	4	4.67	
		Number of correspondence and reports prepared and released	C. Antipaso, J.Larrosa	275	320		5	5	5	5.00	
	Records management	Number of records compiled and retrievable	M.Faelnar, E.Albiso, J.Larrosa	10 bound files	6 bound files		5	5	5	5.00	
		Number of photocopying/reproduction services	OP staff	15,200 copies	8,500 copies		5	5	5	5.00	
	Efficient & customer-friendly assistance	Zero complaints from clients	OP, Information Office, ACRO Staff	0	0		5	5	5	5.00	
Total Over-all Rating							80	79	77	78.67	
Average Rating							5.00	4.94	4.81	4.92	
Adjectival Rating							Outstanding				

1 – Quality; 2 – Efficiency; 3 – Timeliness; 4 – Average

Received by:

Calibrated by:

Recommendation Approval:

APPROVED BY:



**REMBERTO A. PATINDOL**  
PMT Chair



**EDGARDO E. TULIN**  
President

OVP PRGEA