

41#351  
10/9/21

# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, RYSAN C. GUINOCOR, OIC Director, Office of the Director for Administration and Services commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated following targets in accordance with the indicated measures for the period January-December 31, 2021.

*[Signature]*  
RYSAN C. GUINOCOR  
OIC Director, ODAS

Date

*[Signature]*  
REMBERTO A. PATINDOL  
VP for Admin. & Finance



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

| Appointment/Status | Position Title                | Number |
|--------------------|-------------------------------|--------|
| OIC Director       | Legal Officer IV (Designated) | 1      |
| Job Order          | Admin. Aide III               | 1      |
| Office Head        |                               | 5      |
|                    |                               |        |
|                    |                               |        |
|                    |                               |        |
|                    | TOTAL                         | 8      |
| No. of Offices     | Heads                         | 9      |

| GASSs/PAPs  | Success Indicators  | Persons Responsible  | Target (January-December 2021)  | Actual Accomplishments   | Rating         |                |                |                | Remarks  |
|---|---|--|---|--|----------------|----------------|----------------|----------------|--|
|   |   |  |   |  | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |  |
| UGAS5. SUPPORT TO OPERATIONS                                      |   |  |   |  |                |                |                |                |  |
| OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS                      |   |  |   |  |                |                |                |                |  |
| VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS     |   |  |   |  |                |                |                |                |  |
| ODAS/STO 3: ARTA aligned frontline services                       | PI. 1: Efficient & customer friendly frontline service                        | RC Guinocor and all ODAS unit heads RAO, PO, SPMO, VCO, Cash & GSO | Zero percent complaint from clients served  | Zero percent complaint from clients served   | 5              | 5              | 5              | 5              | Note: Please refer to customer satisfaction survey result from QAC |
| VPAF STO4: INNOVATIONS & BEST PRACTICES                           |   |  |   |  |                |                |                |                |  |
| ODAS/STO 4: Innovations & new Best Practices Development Services | PI. 2: Number of new systems/innovations/proposals introduced and implemented | RC Guinocor and all ODAS unit heads OHRA, PO, SPMO, VCO, & Cash    | 3 cash, 9 PO, 9 SPMO (1 new innovation system; 4 Quality Procedures, 4 Work instructions) & 5 Cash (1 new system; 4 work instructions) and 2 VCO (draft new system submitted & 1 Operations manual) & 6 ROA (3 approved Procedures Manual; 2 approved forms & 1 Operational Manual) | Cash (5 new system), 1 Procurement new innovation, 2 quality procedure, SPMO (1 new innovation, 2 quality procedures & 1 operations manual), VCO (cultivation of some unused land of VSU-Cebu for aesthetic and sustenance purposes & OHRA (3 approved Quality Procedure; 2 approved forms | 4              | 5              | 5              | 4.67           |  |
| UMFO6: General Administrative and Support Services (GASS)         |   |  |   |  |                |                |                |                |  |
| VPAF GASS 1: Administrative and Support Services Management       |   |  |   |  |                |                |                |                |  |



| GASSs/PAPs  | Success Indicators   | Persons Responsible  | Target (January-December 2021)  | Actual Accomplishments  | Rating         |                |                |                | Remarks                  |
|---|--|--|---|---|----------------|----------------|----------------|----------------|--------------------------|
|   |  |  |   |   | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |                          |
| <b><u>ODAS/GASS 1:</u></b><br><b><u>Administrative and Support Services</u></b> | <b>PI. 3:</b> Percentage of administrative services and financial/ administrative documents acted within time frame  | R.C. Guinocor, AB Besavilla  | 100% documents acted (with absolute figures)  | 100%, 259 documents acted   | 5              | 5              | 5              | 5              |                          |
|   | <b>PI. 4:</b> No. of linkages with external agencies maintained  | RC Guinocor,, Q. Atupan, J. Ecleo, A. Flores, R. Mirafior, & Npacada | 1 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, IATF, CSC Central, CHED, Ombudsman, GSIS, Cash, LBP, BOT, PhilGEPS, NAP & Cebu City Hall, NAP Cebu) | 1 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, IATF, CSC Central, CHED, Ombudsman, GSIS, | 5              | 5              | 5              | 5              |                          |
|   | <b>PI.5:</b> Percentage of request for change of scholastic records received and acted within time frame             | R.C. Guinocor, AB Besavilla  | 100% requests received and acted within time frame  | 100% requests received and acted within time frame  | 5              | 5              | 5              | 5              |                          |
|   | <b>P.6:</b> Percentage of vouchers received and processed  | R.C. Guinocor, AB Besavilla  | 100% received and acted within time frame   | 100%  | 5              | 5              | 5              | 5              |                          |
| <b><u>ODAS/GASS 2:</u></b><br><b><u>Procurement Services</u></b>                |  |  |   |   |                |                |                |                |                          |
| <b>Procurement Planning &amp; Management</b>                                    | <b>PI.7:</b> Number of PPMPs received, evaluated and consolidated  | J Ecleo, A.Antofina, L.G Layola                                      | <b>200</b> PPMP   | 501   | 5              | 5              | 5              | 5              |                          |
|   | <b>PI.8:</b> Number of PRs received, numbered, evaluated and monitored   | J Ecleo, A.Antofina, L.G Layola                                      | <b>250</b> PR   | 1052  | 5              | 5              | 5              | 5              |                          |
|   | <b>PI.9:</b> Number of suppliers/contractors/consultants' registry updated annually                                  | J Ecleo, L.G.Layola  | <b>1</b> registry   | 1   | 4              | 5              | 5              | 4.67           |                          |
|   | <b>PI.10:</b> Percentage updating of APP & submitted for approval  | J Ecleo, L.G.Layola  | 100% updating of APP  | 100%, 3 APP   | 5              | 5              | 5              | 5              | 1APP, 2 Supplemental APP |
| <b>Support Services to the BAC</b>  | <b>PI. 11:</b> Number of forwarded PRs consolidated by nature of items for procurement thru Public Bidding           | J.Ecleo, D.Talisaysay, A.D.Gecong                                    | <b>250</b> PR   | 1052  | 5              | 4              | 5              | 4.67           |                          |
|   | <b>PI.12:</b> Number of Procurement Activities in the APP scheduled and conducted through Public Bidding facilitated | J.Ecleo, A.D.Gecong, L.Escala  | <b>20</b> procurement activities  | 32 procurement activities   | 5              | 5              | 5              | 5              |                          |



| GASSs/PAPs   | Success Indicators   | Persons Responsible                        | Target (January-December 2021)                 | Actual Accomplishments     | Rating         |                |                |                | Remarks  |
|--|--|--|--|----------------------------|----------------|----------------|----------------|----------------|--|
|  |  |  |  |                            | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |  |
|  | <b>PI.13:</b> Number of forwarded PRs consolidated by nature of items for procurement through Alternative Mode of Procurement (AMP)  | J.Ecleo, B. Rebuyas                        | <b>250</b> PR consolidated per nature of item  | 1052                       | 5              | 4              | 5              | 4.67           |  |
|  | <b>PI.14:</b> Number of Procurement Activities in the APP scheduled and conducted through Alternative Mode of Procurement            | J.Ecleo, B.Rebuyas, D.Talisaysay, L.Escala | <b>130</b> procurement activities              | 188 procurement activities | 5              | 5              | 5              | 5              |  |
|  | <b>PI.15:</b> Number of Request for Quotations (RFQs) for AMP prepared, served, retrieved and monitored                              | J.Ecleo, B. Rebuyas                        | <b>300</b> request for quotations              | 304 RFQs                   | 5              | 5              | 5              | 5              |  |
|  | <b>PI.16:</b> Number of Abstract of Quotations for AMP prepared and processed  | J.Ecleo, D. Talisaysay                     | <b>130</b> abstract for quotations             | 188                        | 5              | 5              | 4              | 4.67           |  |
|  | <b>PI.17:</b> Number of Purchase Orders (POs) for AMP prepared, processed and served   | J.Ecleo, D. Talisaysay                     | <b>250</b> Purchase Orders                     | 405                        | 5              | 5              | 4              | 4.67           | 318 PO (AMPs), 82 PO (Bidding), 5 Contracts (Infra)                  |
|  | <b>PI.18:</b> Number of BAC meetings facilitated   | J.Ecleo, M.Milleza                         | <b>50</b> BAC meetings                         | 68                         | 5              | 5              | 5              | 5              |  |
| <b>Contract Management</b>                           | <b>PI.19:</b> Number of served POs/Contracts monitored   | J.Ecleo, L.Escala                          | <b>500</b> POs monitored                       | 534 Pos                    | 4              | 5              | 5              | 4.67           |  |
|  | <b>PI.20:</b> Number of completed POs/Contracts for payment endorsed/forwarded within the allowable period                           | J.Ecleo, E.Esguerra                        | <b>500</b> completed POs forwarded for payment | 625                        | 5              | 5              | 4              | 4.67           | includes refund of performance bond, retention money, & cash advance |
|  | <b>PI.21:</b> Percentage of perfected procurement activities documents digitized for e-filing  | J.Ecleo, P.Piamonte                        | 100% digitized                                 | 100% digitized, 601        | 5              | 5              | 5              | 5              |  |
|  | <b>PI.22:</b> Number of Suppliers/Contractors/Consultants in the registry with completed contracts evaluated annually                | J.Ecleo, P.Piamonte                        | <b>50</b> suppliers evaluated                  | 78                         | 5              | 4              | 5              | 4.67           |  |
| <b>ODAS/GASS 3: Supply &amp; Management Services</b> |  |  |  |                            |                |                |                |                |  |
|  | <b>PI.23:</b> Number of supply and property management workflow processes prepared needed in the enhancement of the existing program | All SPMO Staff                             | <b>4</b> workflow process                      | 1 workflow process         | 5              | 5              | 5              | 5              |  |

| GASSs/PAPs | Success Indicators  | Persons Responsible  | Target (January-December 2021)                                  | Actual Accomplishments  | Rating         |                |                |                | Remarks |
|------------|---|--|---|---|----------------|----------------|----------------|----------------|---------|
|            |   |  |   |   | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
|            | PI.24: Number of deliveries of Supplies, Materials and Equipment (SME's) received, checked and facilitated for inspection.                                  | J. Lumanta, J. Adaza, M.P. Bandalan, S. Latras, J. Vega,           | 270 deliveries received, check and facilitated for inspection   | 565 deliveries received, checked and facilitated for inspection | 5              | 5              | 4              | 4.67           |         |
|            | PI.25: Number of documents prepared (IAR, SPS, PAR/ICS)   | L. Fernandez, D. Alba, L. Terol,                                   | 200 documents   | 1543  | 5              | 5              | 4              | 4.67           |         |
|            | PI.26: Percentage of SME's received posted in the BIN and Stock cards (procured thru Bidding, Alternative mode and from PS-DBM) properly handled and stored | J. Lumanta, M.P. Bandalan, S. Latras, J. Vega, J. Adaza, A. Flores | 100% of all SMEs received                                       | 100% (565/565 PO's)   | 5              | 5              | 5              | 5              |         |
|            | PI.27: Number of approved RIS received, recorded and served.  | J. Lumanta, M.P. Bandalan, S. Latras, J. Vega, J. Adaza, A. Flores | 200 RIS received and issued/served                              | 451 RIS received, recorded and issued/served                    | 5              | 5              | 5              | 5              |         |
|            | PI.28: No. of Reports for Supplies and Materials Issued (RSMI) prepared, signed and submitted to Accounting Office  | A.M. Flores, J. Lumanta,   | 8 reports for all funds per semester                            | 11  | 5              | 5              | 4              | 4.67           |         |
|            | PI.29: Number of the Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) posted in the database upon receipt                          | D. Alba L. Terol   | 240 PAR/ICS   | 199 PAR, 491 ICS  | 5              | 5              | 4              | 4.67           |         |
|            | PI.30: Number of equipment property cards prepared, maintained and checked.   | D. Alba L. Terol   | 180 equipment property cards                                    | 199   | 5              | 5              | 5              | 5              |         |
|            | PI.31: No. of Physical Inventory for Supplies, Materials and Equipment (SME's) in the bodega conducted  | Warehousemen, Inventory Committee                                  | 1 Physical inventory per sem for SME's                          | 1 Physical inventory conducted                                  | 5              | 5              | 4              | 4.67           |         |
|            | PI.32: Number of department/units with completed Physical inventory and checking of Property Plant and Equipment (PPE's) as to existence and serviceability | SPMO Inventory team  | 100% of the scheduled inventory                                 | 100% of the scheduled inventory (69/69)                         | 5              | 5              | 4              | 4.67           |         |
|            | PI.33: Percentage of employee records of property accountabilities updated and outgoing employees cleared   | L. Jagonos, A.M. Flores E. Piamonte                                | 80% academic departments; offices/units; _____ research centers | 80% of outgoing employees cleared                               | 5              | 5              | 4              | 4.67           |         |



| GASSs/PAPs  | Success Indicators  | Persons Responsible  | Target (January-December 2021)   | Actual Accomplishments                                   | Rating         |                |                |                | Remarks |
|---|---|--|--|--|----------------|----------------|----------------|----------------|---------|
|   |   |  |  |  | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
|   | PI.34:Percentage of reconcilable figures found during physical inventories conducted as against figures with general ledger account of Accounting Office facilitated/figures reconciled | All SPMO Staff   | 100% reconciled figures found in physical inventories against general ledger account | 100%   | 5              | 5              | 4              | 4.67           |         |
|   | PI.35:Number of vehicles insured and registered with LTO and number of buildings insured with GSIS  | A.M. Flores<br>J. Lao                                      | 20 vehicles insured and registered;<br>64 buildings insured                          | 15 vehicles insured and registered; 93 buildings insured | 5              | 5              | 5              | 5              |         |
|   | PI.36:Number of reports and documents of Unserviceable Properties for disposal prepared and submitted   | E. Piamonte, D. ALba,<br>L. Fernandez, A. Flores           | 150 reports (IIRUP & WMR)  | 104 IIRUP, 58 RSUP,<br>51 WMR                            | 5              | 5              | 5              | 5              |         |
|   | PI.37:Number of public auction of disposable properties assisted and bidding opportunities widely disseminated  | A.M. Flores<br>E. Piamonte                                 | One (1)public auction  | TWO (2) public auction                                   | 5              | 5              | 4              | 4.67           |         |
|   | PI.38:Percentage of the request for the disposal (sale)/death of working animals and all other animals owned by the University acted and witnessed                                      | A. M. Flores,<br>J.M. Lao,<br>E. Piamonte,<br>L. Fernandez | 100% of requests   | 100% of request acted (104/104)                          | 5              | 5              | 5              | 5              |         |
|   | PI.39:Number of approved RIS for fuel and lubricants received, issued and processed   | L. Jagonos, E. Abanera,<br>A. M. Flores                    | 300 RIS received   | 412  | 5              | 5              | 5              | 5              |         |
|   | PI.40:Number of inventory of fuel conducted   | E. R. Abanera, L. Jagonos                                  | 20 inventories   | 20   | 5              | 5              | 4              | 4.67           |         |
|   | PI.41:Number of documents/reports relative to fuel station operations prepared, processed and filed.  | L. Jagonos, E. Abanera,<br>A. M. Flores                    | 90 documents/reports   | 93   | 5              | 5              | 5              | 5              |         |
| <b>ODAS/GASS 4:</b><br><b>Cashiering Services</b>       |   |  |  |  |                |                |                |                |         |
| <b>Administration Support Services &amp; Management</b> | PI.42:Number of communications prepared for bank updating and other cash transactions   | QE Atupan, L.Cano, R. Patindol and E. Tulin                | 10 communications  | 329 communications                                       | 5              | 5              | 5              | 5              |         |
|   | PI.43:Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making   | QE Atupan  | 6 monitoring   | 10 monitoring  | 5              | 5              | 5              | 5              |         |

| GASSs/PAPs  | Success Indicators   | Persons Responsible   | Target (January-December 2021)                            | Actual Accomplishments   | Rating         |                |                |                | Remarks |
|---|--|---|---|--|----------------|----------------|----------------|----------------|---------|
|   |  |   |   |  | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |         |
| Disbursement /Processing                          | PI.44: Number of approved vouchers and payrolls acted within prescribed period and error free  | QE. Atupan, L. Ampac, L. Cano, R. Patindol, R. Dohiling, M. Mendoza, V. Circulado, PBL. Urdaneta, K. Sedrome, R. Nufiez and D. Rado           | 500 approved payrolls<br>3000 approved vouchers           | 7,309 approved payrolls/vouchers                               | 5              | 5              | 5              | 5              |         |
|   | PI.45: Number of checks, LDDAP, ACIC and PAC'S issued and released within three days   | QE. Atupan, E. Esguerra, L. Ampac, L. Cano, R. Patindol, R. Nufiez, R. Dohiling, M. Mendoza, V. Circulado, D. Rado, PBL. Urdaneta, K. Sedrome | 3,000 checks; 900 entries of LDDAP; 5,000 entries of PACS | 3,292 checks; 9,566 entries of LDDAP and PACS                  | 5              | 5              | 5              | 5              |         |
|   | PI.46: Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.   | QE. Atupan, MM. Mendoza, C. Sacro, E. Esguerra, L. Cano   | 3 cash advance/Petty Cash Funds                           | 7 cash advance/petty cash funds                                | 5              | 5              | 5              | 5              |         |
| Financial reports preparation                     | PI.47: Number of daily/monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free. | QE. Atupan, R. Dohiling, F. Calunangan, M. Mendoza, V. Circulado, K. Sedrome, R. Nufiez, D. Rado  | 360 daily/weekly reports<br>120 monthly reports           | 571 daily/weekly reports<br>92 monthly reports                 | 5              | 5              | 4              | 4.67           |         |
| Collection Services                               | PI.48: Number of official receipts issued for collection   | QE. Atupan, R. Dohiling, F. Calunangan, C. Sacro,   | 2,500 official receipts issued                            | 7,771 official receipts issued                                 | 5              | 5              | 5              | 5              |         |
|   | PI.49: Number of deposits of daily collection following COA rules to be deposited intact on the following working day.   | QE. Atupan, R. Dohiling, F. Calunangan, C. Sacro,   | 150 deposits  | 2,442 deposits   | 5              | 5              | 5              | 5              |         |
| Student Services                                  | PI.50: Number of students records of accounts maintained, validated and updated for college and high school students   | C. Sacro, QE. Atupan, K. Sedrome, R. Dohiling, J. Baslan  | 7000 students<br>10,000 old accounts                      | 15,017 college students for 2 semesters, 417 HS and 23,209 old | 5              | 5              | 5              | 4.67           |         |
| <b>ODAS/GASS 5: Records and Archives Services</b> |  |   |   |  |                |                |                |                |         |
| RAO 2: Records and Archives Services              | PI.51: Number of Leave applications, appointments, NOSI, NOSA of faculty and staff filed in their 201 files within the day of receipt  | All RAO Staff   | ____ HR documents filed within the day                    | 100% HR documents filed within the day                         | 5              | 5              | 5              | 5              |         |
|   | PI.52: Number of records/documents authenticated   | All RAO Staff   | 25 authentications  | 280 records/documents requested for authentication             | 5              | 5              | 5              | 5              |         |



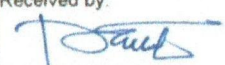
| GASSs/PAPs  | Success Indicators  | Persons Responsible                         | Target (January-December 2021)  | Actual Accomplishments  | Rating         |                |                |                | Remarks  |
|---|---|---|---|---|----------------|----------------|----------------|----------------|--|
|   |   |   |   |   | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |  |
|   | <b>PI.53:</b> Number of communications and other documents systematically filed a day after receipt                         | All RAO Staff                               | 5,000 documentation   | 4,201 communications and other documents acted within time frame                                    | 5              | 5              | 5              | 5              |  |
|   | <b>PI.54:</b> Number of records reference served per request for records filed  | All RAO Staff                               | 50 Requests for Records filed; 400 records/documents retrieved/reproduced   |   |                |                |                |                |  |
|   | <b>PI.55:</b> Number of documents delivered to different units  | MSMiraflor, ABagarinao                      | 5,000 docs delivered to recipients  | 4,500 docs delivered to different staff/offices concerned within the day of receipt                 | 5              | 5              | 5              | 5              |  |
|   | <b>PI.56:</b> Number of mails delivered to/from VSU Post Office and delivered official mails to faculty and staff concerned | All RAO Staff                               | 1,000 mails dispatched to VSU Post office   | 1,179 mails delivered/sent to addressee   | 5              | 5              | 4              | 4.67           | Due to pandemic, the mode of communications were already through the net                                     |
|   | <b>PI.57:</b> Number of new archival documents gathered and displayed   | All RAO Staff                               | 1 new display material  | 4 display materials gathered and display  | 5              | 5              | 5              | 5              | 2021 OP Memos and Circulars, ISO Certification Turn-over of Responsibility and Acceptance Certificate (DPWH) |
|   | <b>PI.58:</b> Number of reports submitted to NAP and FOI  | MSMiraflor, GM Espinosa                     | 5 required reports to NAP during disposition of records and 3 required reports to FOI every quarter   | 5 required reports to NAP during disposition of records and 3 required reports to FOI every quarter | 5              | 5              | 5              | 5              |  |
|   | <b>PI.59:</b> Percentage of digitized and uploaded memos, circulars and personnel records to the e-Records of HRIS          | MSMiraflor, GM Espinosa, VC Acilo, JB Posas | 80% digitizing and uploading of memos, circulars and personnel records to the e-Records System of HRIS  | 95% digitizing and uploading of memos, circulars and personal records to the eRecords System        | 5              | 5              | 5              | 5              |  |
|   | <b>PI.60:</b> Percentage of IPCR with Outstanding ratings retrieved/scanned/reproduced for submission to PMT                | MSMiraflor, GM Espinosa, VC Acilo, JB Posas | 100% accomplished   | 100% accomplishment   | 5              | 5              | 4              | 4.67           |  |
| <b>ODAS/GASS 6: VSU-Cebu Operation and Management</b> | <b>PI. 61:</b> No. of procurement related services performed  | N. Pacada, R. Gioman                        | 115 RFQs, 100 Pos, 130 checks served and retrieved; 12 ACIC, 20 NOA, 12NTP, 15 CA delivered; 75 purchased items picked up; 71 shipments facilitated | 61 RFQs, 67 Pos, 65 checks served and retrieved; 8 ACIC, 9 NOA, 8 NTP, 6 CA delivered; 38           | 4              | 4              | 4              | 4              |  |

| GASSs/PAPs | Success Indicators  | Persons Responsible  | Target (January-December 2021)  | Actual Accomplishments   | Rating         |                |                |                | Remarks                           |
|------------|---|----------------------|---|--|----------------|----------------|----------------|----------------|-----------------------------------|
|            |   |                      |   |  | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |                                   |
|            | PI.62: Number of reports/for replenishment/payroll documents submitted to IGP, COA, and Accounting      | N Pacada             | 12 monthly reports to IGP, 24 monthly report pn cash receipts and cash disbursements to COA, 15 for replenishments, 12 payrolls, and 4 payment vouchers to Accounting | 6 monthly reports to IGP, 12 monthly report on cash receipts and cash disbursements, 12 payrolls, and 7 payment vouchers to Accounting | 5              | 5              | 5              | 5              |                                   |
|            | PI.63: No. of linkages with external agencies maintained  | N.Pacada, R.Gioman   | 3(Cebu City Hall, Camputhaw Brgy. Hall, LBP-Mango)  | 5 ( Cebu City Hall, Camputhaw Brgy. Hall, LBP-Mango), USC, CIT-U   | 5              | 5              | 5              | 5              |                                   |
|            | PI.64:No. of staff meetings presided/conducted to discuss problems & solutions                          | N. Pacada            | 10 staff meetings conducted   | 6 staff meetings conducted   | 4              | 4              | 4              | 4              |                                   |
|            | PI.65:No. of minutes of staff meetings prepared   | N. Pacada            | 10 minutes of meetings prepared   | 6 minutes of meetings prepared   | 4              | 4              | 4              | 4              |                                   |
|            | PI.66:No. of liaisoning services requested from the main campus facilitated/complied                    | N. Pacada, R. Gioman | 30 requests facilitated   | 15 requests  | 5              | 5              | 4              | 4.67           |                                   |
|            | PI.67:No. of assistance to guests on official travel in Cebu facilitated/complied                       | N. Pacada, R. Gioman | 3 requests for assistance attended and facilitated  | 0 requests for assistance attended and facilitated   |                |                |                |                | Due to COVID-19 pandemic          |
|            | PI.68:VSU Cebu Office building and lawn cleaned and well maintained and clients/guests well entertained | All VSU-CO Staff     | zero complaint from clients/guests service rated very satisfactory or higher  | zero complaint from client/guests service rated very satisfactory or higher  | 4              | 5              | 5              | 4.67           | Based from customer feedback form |
|            | PI.69:No. of lodging accomodation frontline related services performed                                  | All VSU-CO Staff     | 12 guests welcomed and registered at reception, 12 guests provided room accomodation, 12 Ors issued for lodging service fees  | 15 guests welcomed and registered at reception, 15 guests provided room accomodation, 15 Ors issued for lodging service fees           | 4              | 5              | 5              | 4.67           |                                   |
|            | PI.70:Number of weekly general cleaning services of VCO premises performed                              | N.Pacada, R.Gioman   | 19 weeks general cleaning services  | 24 weeks general cleaning services   | 4              | 5              | 5              | 4.67           |                                   |
|            | PI.72. Number of maintenance/repair services performed  | All VSU-CO Staff     | 30 maintenance/repair services performed  | 30 maintenance/repair services performed   | 4              | 5              | 5              | 4.67           |                                   |




| GASSs/PAPs                               | Success Indicators   | Persons Responsible   | Target (January-December 2021)              | Actual Accomplishments                      | Rating         |                |                |                | Remarks   |
|--|--|-----------------------|---|---|----------------|----------------|----------------|----------------|---|
|  |  |                       |   |   | Q <sup>1</sup> | E <sup>2</sup> | T <sup>3</sup> | A <sup>4</sup> |   |
| <b>ODAS/GASS 7:<br/>GENERAL SERVICES</b> | <b>PI.73:</b> Percentage of comfort room cleaned and disinfected | All GSO utility       | 100% cleaned                                | 100% accomplished                           | 5              | 5              | 5              | 5              |   |
|  | <b>PI.74:</b> Number of documents delivered to different units   | All GSO utility       | 100 documents                               | 5000 documents delivered to different units | 5              | 5              | 5              | 5              |   |
|  | <b>PI.75:</b> Percentage of floor area cleaned                   | All GSO utility       | 100% floor area cleaned in a week           | 100% clean                                  | 5              | 5              | 5              | 5              |   |
|  | <b>PI.76:</b> Number of trashbins cleaned and sanitized          | All GSO utility       | 100% cleaned and sanitized                  | 100% floor area cleaned                     | 5              | 5              | 5              | 5              |   |
|  | <b>PI.77:</b> Percentage of VSU offices cleaned                  | All GSO utility       | 100% cleaned                                | 100% cleaned and sanitized                  | 5              | 5              | 5              | 5              |   |
|  | <b>PI.78:</b> Monthly Accomplishment Report                      | All GSO utility       | 24 Monthly Accomplishment Reports conducted | 6   | 4              | 4              | 4              | 4              | cancelled some meetings due to some employees were in home quarantine |
|  |  | Total Over-all Rating |   |   |                |                |                | 362            |   |
|  |  | Average Rating        |   |   |                |                |                | 4.8            |   |
|  |  | Adjectival Rating     |   |   |                |                |                | 0              |   |


Received by:

  
**DANIEL LESLIE TAN**  
 Planning Office  
 Date: \_\_\_\_\_

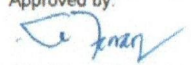
Calibrated by:

  
**REMBERTO A. PATINDOL**  
 Chairman, PMT  
 Date: \_\_\_\_\_

Recommending approval:

  
**REMBERTO A. PATINDOL**  
 VP for Admin & Finance

Approved by:

  
**EDGARDO E. TULIN**  
 University President  
 Date: DEC 9/24/21

- 1- Quality  
 2 - Efficiency  
 3 - Timeliness  
 4 - Average