

OFFICE PERFORMANCE COMMITMENT & REVIEW FOR (OPCR)

I, EDGARDO E TULIN PhD, Head of the VSU Manila Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2020.

RATEE:

EDGARDO E TULIN PhD

Head of Unit

Date: _____

Approved:

EDGARDO E. TULIN

Supervisor

Date: _____

Personnel	Designation	Number
Regular Admin Staff	Admin. Aide IV-Driver	1
Regular Admin Staff	Guesthouse Caretaker	1
Total		2

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



MFOs/PAPs	Performance Indicators		Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
							Q1	E ²	I	A	
Univ MFO6: General Administration & Support Services											
VSU-MO 1. Administrative and Support Services Management	PI.1	Efficient & customer friendly frontline service	Zero percent complaint from client	VSU-MO Staff	95% zero complaint						
	PI.2	Effectively acted Administrative/financial documents	100% compliant to Accounting,COA Rules and Regulations	Head, VSU and staff	95%						
	PI.3	As Liaison Office -enhanced direct linkages with national government agencies and research units and other offices inside and outside of Manila	Linkages with: CHED, Malacañang- (PMS),PASUC, LBP, DPWH, CSC, GSIS, COA,DA-BAR,UP Diliman/ Los Baños Admin,PCAARRD, DOST, NPO, IPR,NICA, NBI, BID,KOICA, BOC, DOF, House of Senate and House of Representatives (Budget Hearings)	Head, and VMO staff	90%						
	PI.4	Represents the university in meetings and award giving ceremonies	Successfully represented meetings and ceremonies	VMO Head	90%						
	PI.5	Supervision of VMO staff	Effectively and efficiently supervised the staff of VSU-MO	VMO Head, MADJoya	95%						
	PI.6	Linkages with VSU-External Campuses	Linkages with VSU-Tolosa, Alang-alang, Villaba and Isabel	VMO Head and Staff	90%						
	PI.7	Linkages thru media communications	No. of hrs. linkages, networking facilitated	VMO Head and Staff	35						

VSU-MO 1. Administrative and Support Services Management	PI.8	Issuance of Official Receipts for receipt of checks from CHED, DA and other government and research agencies	No of Official receipts issued and checks received correspondingly	M. Joya	0%								
	PI.9	Report preparation and submission before due dates as set by VSU and COA	Reports of Reimbursement, Replenishments, Liquidation and other documents submitted before due date	M. Joya	8								
	PI.10	Procurement	100% of canvass papers and purchase orders purchased and delivered	VMO Staff	90%								
	PI.11	Messengerial	letters and other documents delivered	VMO Staff	90%								
VSU-MO MFO.2 Planning, Management and Monitoring Services	PI.2	Planning, Coaching, Implementing and Monitoring	Daily Time Records, attendance, leaves, absences and tardiness closely monitored	MAD Joya	12								
	PI.2	Liquidation of Cash Advances and Fund Transfers monitored	100% of Reports of Reimbursement, Replenishment, Liquidation, travel documents and other communications	M. Joya	10								
	P.I.1	Issuance of Official Receipts	No. of incoming guests with reservation billeted, ORs issued	M. Joya	0								
	P.I.2	Regular Deposits and Remittances of Collections	Percentage of collections deposited and Remitted	M. Joya	0%								
VSU-MO MFO.3 Resource Generation and Management Services	P.I.3	Preparation and submission of the Monthly Reports of Income	No of Reports prepared and submitted, reviewed and signed completely	M. Joya	0%								
	P.I.4	Accommodation of guests facilitated	No. of Guests accommodated and served efficiently and effectively	VMO Staff	0%								
	P.I.5	Messengerial	100% of letters and checks served	Vecina, Joya	2								
		Total Over-all Rating											
		Average Rating											
		Adjectival Rating											

Evaluated and Rated by:


EDGARDO E. TULIN

Supervisor, Manila Lodging House Operations

Date: _____

Recommending Approval:


EDGARDO E. TULIN

President

Date: _____

Approved by:


EDGARDO E. TULIN

President

Date: _____


DANIEL LESLIE S. TAN
Director for Planning and Infrastructure
Project Development and Monitoring