

# OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, Josefina M. Larrosa, Manager, VSU Guesthouse/Pavilion 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 -June 2018.

  
JOSEFINA M. LARROSA  
Manager

Approved:

  
DILBERTO O. FERRAREN  
VP for Planning, Resource Generation  
and External Affairs

Appointment/ Status	Position Title	Number
Head	Manager/Admin. Asst. III	1
Regular Staff	Household Attendant I	2
Casual Staff	Admin. Aide I	1
Job Order	Chefs, Food Servers/Attendants, Front Desk Clerk, etc.	11
TOTAL		15

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

No.	MFOs/PAPs	Success Indicators	Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
MFO No. 5 Support to Operations	Efficient & customer friendly frontline service	Zero percent complaint from client served	J. Larrosa . Tanaid B. Javier L. Caintic JO workers	R	Zero valid complaint	4	4	5	4.33	
	Efficient food catering services and pavilion canteen operations	No. of food catering services and daily canteen operations	J. Larrosa . Tanaid B. Javier L. Caintic JO workers	R	800 catering services and canteen operations	4	4	4	4	

	Effective financial management	Gross income generated from catering & canteen operations	J. Larrosa R. Tanaid	6M	8.7M	5	5	5	5	
		No. of financial documents and reports processed for collection and payments	B. Javier L. Caintic JO workers	500 financial documents and reports processed	750 financial documents processed	4	4	4	4	
	Total Over-all Rating								17.33	
	Average Rating								4.33	
	Adjectival Rating								Very Satisfactory	

Received by:

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Planning Office

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

Calibrated by:

  
REMBERTO A. PATINDOL  
Chairman, PMT

Approved:

  
EDGARDO E. TULIN  
President