

University of the  
Philippines

LOS BANOS

UP SPMS  
Form 2  
S.2014

**a. OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)**

I, Juan Dele Cruz head of the \_\_\_\_\_ Office, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated Approved By: \_\_\_\_\_

Date: \_\_\_\_\_ Name and Signature of Head of Agency \_\_\_\_\_ Date: \_\_\_\_\_

Name and Signature of Unit Head \_\_\_\_\_

**QET Rating Scale**

|                   |                  |   |
|-------------------|------------------|---|
| Poor              | (50% and below)  | 1 |
| Unsatisfactory    | (51%-99%)        | 2 |
| Satisfactory      | (100%-114%)      | 3 |
| Very Satisfactory | (115%-129%)      | 4 |
| Outstanding       | (130% and above) | 5 |

| Function Name<br>(b)                                    | Success Indicator<br>Targets (T) + Measures (M)<br>(c)  | Allotted Budget<br>(d) | Division/<br>Individual<br>(e) | Actual Accomplishments<br>(f) | % Distribution<br>(g) | Rating   |          |           |                          | Ave Score<br>(l=g x<br>(m) | Remarks |
|---|---|------------------------|--------------------------------|-------------------------------|-----------------------|----------|----------|-----------|--------------------------|----------------------------|---------|
|   |   |                        |                                |                               |                       | Q<br>(h) | E<br>(i) | T3<br>(j) | A4<br>(k = ave of h,i,j) |                            |         |
| <b>Strategic Functions:</b>                             |   |                        |                                |                               |                       |          |          |           |                          |                            |         |
| Integration of public service and communication program | Recruit, train and deploy volunteers as method of developing student skills/values; 90% number of volunteers trained and deployed |                        | Lubaguin, GS                   |                               | 10%                   |          |          |           |                          |                            |         |
| Integration of public service and communication program | 90%- Percentage of request for training responded to within 3 days of request   |                        | Lubaguin, GS                   |                               | 5%                    |          |          |           |                          |                            |         |
| Integration of public service and communication program | 90%-Percentage of person who receive training or advisory services who rate timeliness of services delivery as good or better     |                        | Lubaguin, GS                   |                               | 3%                    |          |          |           |                          |                            |         |
| Integration of public service and communication program | 90%-Percentage of clients who rate the advisory services as good or better  |                        | Espaldon, JLO and Lubaguin, GS |                               | 2%                    |          |          |           |                          |                            |         |
| <b>Core Functions:</b>                                  |   |                        |                                |                               |                       |          |          |           |                          |                            |         |
| Volunteer development and training                      | 90% 150 Volunteers  |                        |                                |                               | 30%                   |          |          |           |                          |                            |         |
| Deployment and site coordination                        | 100% 7 sites, volunteers deployed, 500 beneficiaries  |                        | Espaldon, JLO and Lubaguin, GS |                               | 10%                   |          |          |           |                          |                            |         |
| Public information and advocacy                         | 90% 1 IEC materials, 1 for a, & 1 publication   |                        |                                |                               | 10%                   |          |          |           |                          |                            |         |

|   |   |                      |                                |                              |                    |                      |  |                         |  |  |
|---|---|----------------------|--------------------------------|------------------------------|--------------------|----------------------|--|-------------------------|--|--|
| Research and Program development                  | 90% 6 programs, 5 training materials/ resources produced        |                      | Espaldon, JLO and Lubuguin, GS |                              | 10%                |                      |  |                         |  |  |
| Monitoring of Programs/Activities Conducted       | 90% 6 assessment/evaluation of programs/ activities implemented |                      | Espaldon, JLO and Lubuguin, GS |                              | 10%                |                      |  |                         |  |  |
| <b>Support Functions:</b>                         |   |                      |                                |                              |                    |                      |  |                         |  |  |
| Support to other agencies (SUCs, LGU, NGOs, etc.) | 90% 2 requests received and accomplished                        |                      | Espaldon, JLO and Lubuguin, GS |                              | 2%                 |                      |  |                         |  |  |
| Support services to student organizations         | 100% 2 requests received and accomplished                       |                      | Espaldon, JLO and Lubuguin, GS |                              | 5%                 |                      |  |                         |  |  |
| Support services to other UP units                | 90% 2 requests received   |                      | Espaldon, JLO and Lubuguin, GS |                              | 3%                 |                      |  |                         |  |  |
|   |   |                      |                                |                              |                    |                      |  |                         |  |  |
|   |   |                      |                                |                              |                    |                      |  |                         |  |  |
| Final Average Rating:                             |   |                      |                                |                              | Adjectival Rating: |                      |  |                         |  |  |
| <b>Assessed by PMT Secretariat</b>                |   |                      |                                | <b>Reviewed by PMT Chair</b> |                    |                      |  | <b>Final Rating by:</b> |  |  |
| Start of Rating Period                            |   | End of Rating Period |                                | Start of Rating Period       |                    | End of Rating Period |  |                         |  |  |
|   |   |                      |                                |                              |                    |                      |  |                         |  |  |
| Name and Signature                                |   | Name and Signature   |                                | Name and Signature           |                    | Name and Signature   |  | Name and Signature      |  |  |
| Date:   |   | Date:                |                                | Date:                        |                    | Date:                |  | Date:                   |  |  |

**Overall Rating Scale**

|     |           |           |       |           |      |
|-----|-----------|-----------|-------|-----------|------|
| NUM | 4.51-5.00 | 3.51-4.50 | 2.51- | 1.51-2.50 | .51- |
| ADJ | O         | VS        | S     | U         | P    |

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