





UNIVERSITY OF THE PHILIPPINES MANILA  
8<sup>th</sup> Floor, Central Block, PGH Building, Taft Avenue, Manila  
The Health Sciences Center

*Office of the Chancellor*

15 August 2017

**MEMORANDUM NO. CCDP 2017-98**

TO : DEANS/DIRECTORS/HEADS of Offices

FROM :  CARMENCITA D. PADILLA, MD, MAHPS  
Chancellor 

SUBJECT : **Submission of Office Performance Appraisal for January to June 2017**

Please be reminded on the submission of your office's performance appraisal for the period January to June 2017 using the Office Performance Commitment and Review (OPCR) form (please see attached sample form).

The OPCR must be accomplished online through the Human Resource Information System (HRIS). Please direct any concern with regard to the online accomplishment of your appraisal to Mr. Arvy John Crescini of HRDO thru email: [alcrescini@up.edu.ph](mailto:alcrescini@up.edu.ph) or landline: 5265869.

Deadline for both online accomplishment and submission of approved OPCR (manual form) is on **18 August 2017**. The manual form shall be submitted to the Human Resource Development Office.

For information, guidance and strict compliance.

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

I, \_\_\_\_\_, Head of the \_\_\_\_\_, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period \_\_\_\_\_.

Approved by: \_\_\_\_\_

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

<b>Rating Scale</b>	Outstanding	130% and above	5
	Very Satisfactory	115%-129%	4
	Satisfactory	90%-114%	3
	Unsatisfactory	51%-89%	2
	Poor	50% and below	1

MFO/PAP (b)	SUCCESS INDICATORS (TARGETS + MEASURES) (c)	Alloted Budget (d)	Divisions/ individuals Accountable (e)	Actual Accomplishments (f)	% Distrib ution (g)	Rating				Ave. Score (l = g x k)	Remarks
						Q <sup>1</sup> (h)	E <sup>2</sup> (i)	T <sup>3</sup> (j)	A <sup>4</sup> (k = ave of h, i, j)		
<b>Strategic Functions:</b>											
No. of researches supported for international academic conferences	1	N/A		1	N/A						
<b>Core Functions:</b>											
MFO1-PI1. Total no. of graduates: higher education services (bachelor's & certificate level)	2	N/A		2	N/A						
MFO1-PI2. Percentage of total graduates that are in priorit courses	100%			100%							
MFO1-PI3. Average passing percentage of licensure examinations by the SUC's graduates/ National Average percentage passing across all disciplines covered by the SUC	1.10			1.10							
<b>Support Functions:</b>											
STO-PIB. Percentage of students and personnel who availed of non-academic related services	83%	N/A		83%	N/A						

**Final Average Rating** \_\_\_\_\_

**Adjectival Rating** \_\_\_\_\_

<b>Assessed by PMT Secretariat:</b>		<b>Reviewed by PMT Chair</b>		<b>Final Rating by:</b>
Start of the Rating Period	End of the Rating Period	Start of the Rating Period	End of the Rating Period	
Name and Signature	Name and Signature	Name and Signature	Name and Signature	Name and Signature
Date :	Date :	Date :	Date :	Date :