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

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| I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,Head of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the Pamantasan ng Lungsod ng Maynila , commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2016.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Unit Head* | | | | | | | | | | | |
| Approved by: | | | | | | | Date | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(APPROVING AUTHORITY)* | | | | | | |
|  | | **5 -Outstanding 4- Very Satisfactory 3 - Satisfactory 2- Unsatisfactory 1- Poor** | | | | | | | |  | |
| **PROGRAMS/PROJECTS/OUTPUTS INDICATORS** | **SUCCESS INDICATORS**  **(TARGETS + MEASURES)** | | **ACTUAL ACCOMPLISHMENTS** | **BUDGET** | **PERSON/S CONCERNED** | **RATING** | | | | | |
| **Q** | | **E** | **T** | | **A** |
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| **TOTAL RATING** | | | | | |  | | | | | |

***Legend* : Q - Quality E – Efficiency/Quantity T – Time Standards A – Average**

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| **RATING SCALE FOR EFFICIENCY/ QUANTITY** | | |
| **NUMERICAL** | **ADJECTIVAL** | **DESCRIPTION** |
| 5 | OUTSTANDING | Performance exceeding targets by 30% and above of the planned targets |
| 4 | VERY SATISFACTORY | Performance exceeding targets by 15% - 29% of the planned targets |
| 3 | SATISFACTORY | Performance of 100% to 114% of the planned targets |
| 2 | UNSATISFACTORY | Performance of 51% to 99% of the planned targets |
| 1 | POOR | Performance failing to meet the planned targets by 50% or below |
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| **RATING SCALE FOR QUALITY AND TIME STANDARDS** | | |
| **NUMERICAL** | **ADJECTIVAL** | **DESCRIPTION** |
| 5 | OUTSTANDING | Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are of marked excellence in reference to ethical standards. |
| 4 | VERY SATISFACTORY | Performance exceeded expectations. All goals, objectives and targets were achieved above the established standards. |
| 3 | SATISFACTORY | Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals were met. |
| 2 | UNSATISFACTORY | Performance failed to meet expectations, and/or one or more of the most critical goals were not met. |
| 1 | POOR | Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. |

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| **RATING SCALE FOR THE FINAL RATING** | |
| **ADJECTIVAL RATING** | **NUMERICAL RATING** |
| OUTSTANDING | 5.00 |
| VERY SATISFACTORY | 4.00 - 4.99 |
| SATISFACTORY | 3.00 - 3.99 |
| UNSATISFACTORY | 2.00 - 2.99 |
| POOR | 1.00 - 1.99 |