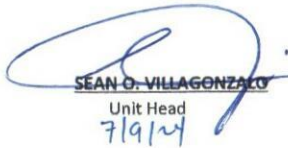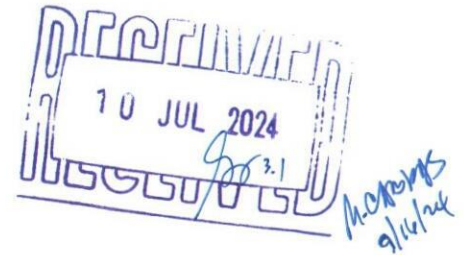# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **Sean O. Villagonzalo**, Head of the Information & Communications Technology Management Center (ICTMC) 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 to June, 2024.

SEAN O. VILLAGONZALO
Unit Head
7/9/24

ELWIN JAY V. YU
VP for Admin. & Finance

Personal Composition	Position Title/ Designation	Number
Head	Engineer III	1
Casual	Programmer I / Network Administrator	1
	Network/ Computer Technician	1
Sub-Total		3
Job Order	Clerk/ dDRC/ Messenger	1
	Carpenter/ Cabler	1
	Electrician/ Cabler	1
	Welder/ Fabricator	1
	Laborer/ Utility/ Asst Cabler	2
Sub- Total		6
GRAND TOTAL		9

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

MFO/ PAPs	Success Indicator	Persons Responsible	Target	Actual Accomplishment	Q1	E2	T3	A4	Remarks
Support to Operations (STO)									
ICTMC STO1: Administrative and Support Service Management	**PI 1.** Administrative office documents acted within time frame	SOVillagonzalo, NOVillas, MLCabras	45%	45%	5	5	4	4.67	
	PI 2. Efficient & Costumer friendly frontline services	MLCabras, NOVillas ICTMC Staff	1 valid complaint	none	5	5	5	5.00	
ICTMC STO2: Installation, repair, maintenance, fabrication, setup and configuration of network devices and ISP's	**PI 1.** Network Cabling, installation repair and maintenance	NOVillas, JGGodoy, MLBongcales, CCGONATO, ICTMC cabling Team	45% of job request	50%	5	5	4	4.67	
	PI 2. WiFi Installation, repair and maintenance		45% of Job Request	47%	5	4	4	4.33	

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connection.	PI 3. Biometric Machine installation, repair and maintenance	NOVillas, JGGodoy, MLBongcales, CCGONATO, ICTMC cabling Team	40% of bad biometric repaired	45%	5	5	4	4.67	
	PI 4. CCTV System	NOVillas, JGGodoy, CCGonato, MLBongcales	45 % of working CCTV	50%	5	5	4	4.67	
	PI 5. VOIP Phones installation, repair and maintenance	NOVillas, JGGodoy, MLBongcales, CCGONATO, ICTMC cabling Team	45% of bad IP Phones repaired	50%	5	5	4	4.67	
	PI 6. Network Switch Installation, repair and maintenance	NOVillas, JGGodoy, MLBongcales, CCGONATO, ICTMC cabling Team	45% of out of order switch	47%	5	5	5	5.00	
	PI 7. Computer & peripherals repair (hardware/software)	NOVillas, JGGodoy, MLBongcales, KASuico	45% of job request	45%	5	5	4	4.67	
	PI 8. IDF's and data cabinet installation, repair and maintenance.	NOVillas, JGGodoy, MLBongcales, CCGONATO, ICTMC cabling Team	45% functional	50%	5	5	5	5.00	
	PI 9. Reliable internet connection bandwidth	NOVillas, SOVillagonzalo, JGGodoy, MLCabras	45% reliability	50%	5	5	4	4.67	
	PI 10. MDF, UPS, setup, installation, operational, repair and maintenance	JGGodoy, Mbongcales, Cgonato & ICTMC cabling team	45% installed as planned	50%	5	5	5	5.00	
	PI 11. Fabrication of CCTV poles and mounting bracket	ICTMC Cabling Team	45% installed and erected as planned	50%	5	5	5	5.00	
	PI 12. Instant Messaging System	NOVillas, , JGGodoy, ICTMC TEAM	45% availability	50%	5	4	5	4.67	
	PI 13. Generator and ATS system maintenance	MLCabras, ICTMC Team	45% availability	50%	5	5	5	5.00	
General Administration and Support Services (GASS)									
ICTMC GASS 1: MIS: VSU System development, management repair and maintenance and Account Management.	PI 1. Cumulus: One student registration	NOVillas, MIS Team	45% of enrolled students	50%	5	5	5	5.00	
	PI 2. Cumulus One teacher registration	NOVillas, MIS Team	48% teachers & professors	50%	5	5	5	5.00	
	PI 3. CumulusOne Development: Recitifying errors/bugs and development of new feature	NOVillas, MIS Team	45% of reported bugs rectified and released to production and as agreed to specification of feature.	50%	5	5	4	4.67	
	PI 4. Fully online enrollment system	NOVillas, MIS Team	45% of students is using	45%	5	5	5	5.00	
	PI 5. HRIS: eDATS	NOVillas, MIS Team	50% of faculty, permanent & casual	50%	5	5	5	5.00	
	PI 6. HRIS: SPPMIS	NOVillas, MIS Team	50% of faculty, permanent & casual	50%	5	5	4	4.67	
	PI 7. E-mail system maintenance	NOVillas, Web Team	50% of faculty & staff requesting	50%	5	5	5	5.00	

Category	PI	Responsible	Target	Value				Rating	
	PI 8. HRIS: RSP	NOVillas, MIS Team	50% of online applicants registered in Jobs Portal	50%	5	5	5	5.00	
	PI 9. HRIS Development: Recitifying errors/bugs and Development of new features.	NOVills, MIS Team	45% of reported bugs rectified and released to production	50%	5	4	4	4.33	
	PI 10. Admissions App: College Admission Test	NOVillas, MIS Team	50% of CAT applicants registered	50%	5	5	5	5.00	
	PI 11. Databases system maintenance and Backup	NOVillas	150 days backup of IS DBs	200	5	5	4	4.67	
ICTMC GASS 2: Efficient and Reliable ICT training related services	PI 1. Teacher Portal System	NOVillas, MIS Team	50% of teachers	50%	5	5	5	5.00	
	PI 2. Student Portal System	NOVillas, MIS Team	45% of student "during orientation	50%	5	5	4	4.67	
	PI 3. HRIS System	NOVillas, MIS Team	40% of faculty and staff during scheduled training/orientation	45%	5	5	5	5.00	
	PI 4. Admissions App/CAT portal	NOVillas, MIS Team	40% of admissions personel, Exam proctors and validators	45%	5	5	5	5.00	
	PI 5. DTR System training & commisioning	NOVillas, MIS Team	45% of clerk	45%	5	5	4	4.67	
ICTMC GASS 3: Efficient and reliable Data Privacy and network security	PI 1. Firewall Management (Tier 1)	NOVillas	45% functional	50%	5	5	5	5.00	
ICTMC GASS 4: INNOVATION	PI 1. VOIP Phone services fully operational	NOVillas, JGGodoy SOVillagonzalo, ICTMC technical team	48% operational	50%	5	5	5	5.00	
ICTMC GASS 5 : COVID-19 Prevention	PI 1. Regular disinfection of ICTMC office	ICTMC Staff	40% weekly	45%	5	4	4	4.33	
ICTMC GASS 6: VSUEE System Management & maintenance. Facilitation of online streaming activities.	PI 1. Development of VSU Learning Management System or the VSU E-learning Environment (https://elearning.vsu.edu.ph) in partnership with the Department of Computer Science and Technology.	NOVillas, MIS Team	50%	50%	5	5	4	4.67	
	PI 2. Facilitate Online Student On-boarding Livestreaming in partnership with UIMC	NOVillas, ICTMC Technical Team	50%	50%	5	5	4	4.67	
ICTMC GASS 7: Connectivity Management, repair and maintenance. Building auxiliary design, planning and implementation	PI 1. Connecting monitoring Main Campus 9PLDT/GLOBE); Tolosa, Alang-alang, Isabel connectivity (GLOBE)	SOVillagonzalo, NOVillas, JGGodoy, MLCabras, ICTMC Technical Team	45%	50%	5	5	4	4.67	
	PI 2. Percentage of dormitories connected to VSU network	SOVillagonzalo, NOVillas, ICTMC Technical Team	48%	50%	5	5	4	4.67	
	PI 3. Auxiliary plan integrated in building plan	SOVillagonzalo, ICTMC Technical Team	40% Building Plans Provided	45%	5	5	4	4.67	

ICTMC GASS 8: Response to NCs and CARs	PI 1. Percentage of NCs received and acted	SOVillagonzalo, MLCabras, NOVillas	0%	50%	5	5	4	4.67	
	PI 2. Percentage of CARs received and acted	SOVillagonzalo, MLCabras, NOVillas	0%	50%	5	5	4	4.67	
Total Over-all Rating								196.33	
Average Rating								4.79	
Adjectival Rating								Very Satifactory	
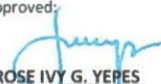
Received by:

TONI MARC L. DARGANTES
Planning Office

JUL 1 0 2024

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

Calibrated:

ELWIN JAY V. YU OSCUP 7/11/24
PMT Chairman

Approved:

PROSE IVY G. YEPES
President
09/06/24

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