OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

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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 July to December, 2022.

SEAN O. VILLAGONZALO
Dept/Unit Head

DANIEL LESLIE S. TAN
VP for Admin. & Finance

Personal Composit	Posotion Title/ Designation	Number
Head	Radio Engineer	1
Casual	Programmer/ Network Administrator	1
	Network/ Computer Technician	1
Sub- Total		3
Job Order	Clerk	1
	Electrician	1
	Laborer/ Utility	1
	Cabler	3
Sub-Total		6
GRAND- TOTAL		9

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

MFO/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplis hment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
Support to Operation (STO)									
P1. Administrative and Support Service Management	Administrative office documents acted within time frame	*SOVillagonzalo, NOVillas, MLCabras*	45%	45%	5	5	5	5.00	
	Efficient & Costumer friendly frontline services	*MLCabras, NOVillas ICTMC Staff*	Zero Complaint	zero complaint	5	5	5	5.00	
P2. Physical repair and maintenance	Department with VOIP Phones	*NOVillas, JGGodoy, CCgonato, MLCabras, MLOBongcales, SOVillagonzalo*	40% of bad IP Phones repaired	40%	5	5	4	4.67	
	Offices with biometric system	*NOVillas,JGGodoy, CCGonato,MLCabras, MLOBongcales*	40% of bad biometric repaired	40%	5	5	4	4.67	
	Internet connection	*NOVillas, JGGodoy, MLOBongcales, CCGonato*	45% reliability	45%	5	5	5	5.00	
	Instant Messaging System	*NOVillas, SOVillagonzalo, JGGodoy*	50% functional	50%	5	5	5	5.00	
	Network Repair	*NOVillas, JGGodoy, MLBongcales, CCGONATO*	40% of job request	40%	5	5	4	4.67	Refers to Job Request -Network plan implementation
	Computer & peripherals repair	*NOVillas, SOVillagonzalo, JGGodoy*	40% of job request	40%	5	4	4	4.33	Refers to Job Request -Network plan implementation
	IDF's and Generator preventive	*MLCabras, CCGonato,*	50% as						

	maintenance	MLBongcales	scheduled	50%	5	5	5	5.00	Refers to logbook for PMS
P3. Account Management, Repair and Maintenance	Cumulus One student registration	NOVillas, MIS Team	50% of enrolled students	50%	5	5	5	5.00	
	Cumulus One teacher registration	NOVillas, MIS Team	50% teachers & professors	50%	5	5	5	5.00	
	Biometric System	NOVillas, JGGodoy, CCGonato, MLBongcales, MIS Team	50% of faculty, permanent & casual	50%	5	5	5	5.0	
	VOIP System	NOVillas,JGGodoy, CCGonato, MLOBongcales	50% of connected VOIP	50%	5	5	5	5.00	
	CCTV System	NOVillas,JGGodoy, CCGonato, MLBongcales	50 % of connected CCTV	50%	5	5	5	5.00	
	E-mail system maintenance	NOVillas, Web Team	50% of faculty & staff requesting	50%	5	5	5	5.00	
P4. Efficient and Reliable ICT training related services	Teacher Portal System	NOVillas, MIS Team	50% of teachers	50%	5	5	5	5.00	
	Student Portal System	NOVillas, MIS Team	40% of student "during orientation"	40%	5	5	4	4.67	
P5. Efficient and reliable Data Privacy	Firewall Management (Tier 1)	NOVillas	45% functional	45%	5	5	5	5.00	

P6. Innovation	HRMIS Development	*NOVillas, MIS Team*	45% functional	45%	5	5	5	5.00	
	VOIP Phone Status System	*NOVillas, ICTMC Technical Team*	47.5% functional	48%	5	5	5	5.00	
P7. COVID-19 Prevention	Regular disinfection of ICTMC office	*ICTMC Staff*	40% weekly	40%	4	5	4	4.33	
P8. System Development, enhancement, debugging, maintenance and training	Fully online enrollment system	*NOVillas, MIS Team*	50%	50%	5	5	5	5.00	
	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	5	5.00	
	Facilitate Online Student On-boarding Livestreaming in partnership with UIMC	*NOVillas, ICTMC Technical Team*	50%	50%	5	5	4	4.67	
	DTR System training & commisioning	*NOVillas, MIS Team*	50% of clerk	50%	5	5	5	5.00	
	Cumulus One development, enhancement, debugging and maintenance	*NOVillas, MIS Team*	40%	40%	5	5	5	5.00	
	HRMIS Development, enhancement, debugging and maintenance	*NOVillas, MIS Team*	45% functional	45%	5	5	5	5.00	
	Number of MDF & IDF established per component campuses	*SOVillagonzalo, NOVillas, ICTMC Technical Team*	50% MDF & IDF Identified	50%	5	5	5	5.00	

P9. Network Infrastructure establishment, BIM and Internet connectivity	Connecting monitoring Main Campus 9PLDT/GLOBE); Tolosa, Alang-alang, Isabel connectivity (GLOBE)	SOVillagonzalo, NOVillas, ICTMC Technical Team	49.80%	50%	5	5	5	5.00	
	Percentage of dormitories connected to VSU network	SOVillagonzalo,NOVillas, ICTMC Technical Team	10%	10%	4	4	4	4.00	
	LAN Integrated Building Plan	SOVillagonzalo, NOVillas, ICTMC Technical Team	37.5% Building Plans Provided	38%	5	5	4	4.67	
Total Over-all Rating			150.67						
Average Rating			4.86						
Adjectival Rating			Outstanding						

Received by:

TONI MARC L. DARGANTES
Planning Office
JAN 1 8 2023

Calibrated by:

DANIEL LESLIE S. TAN
Chairman, PMT
JAN 1 9 2023

Approved by:

EDGARDO E. TULIN
President
1/20/2023

1 – quality
2 – Efficiency
3 – Timeliness
4 – Average