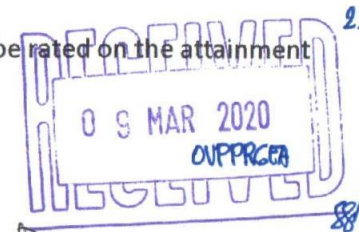# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **LEGARIO B. RAMOS** Head of the **INSTRUMENTATION LABORATORY FACILITIES MAINTENANCE UNIT (ILFMU)** 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 - December 2019**

LEGARIO B. RAMOS
Ratee

Noted:

MARIO LILIO VALENZONA
Director, GSD

Personnel Composition	Position Title/Designation	Number		
Unit Head	Admin. Officer IV-Unit Head	1		
Regular staff	Adm. Aide IV	1		
Casual Staff	Admin. Aide IV Computer Technician	1		
	Sub-TOTAL	3		
Job Order	Admin. Aide 1	2	Rating Equivalents:	
			5 - Outstanding	
			4 - Very Satisfactory	
			3 - Satisfactory	
	Sub Total	2	2 - Fair	
	TOTAL	5	1 - Poor	

UMFO6- General Administration Support Services

OVPAF-MFO4, Physical Facilities Development and Maintenance

GSD, MFO4, Water and Sewerage Maintenance

MFOs/PAPS	Success Indicators	Persons Reponsible	Target	Actual Accomplishment	% as of June 30	Rating				Remarks
						Q^1	E^2	T^3	A^4	
ILFMU-MFOI- Pysical Facilities Development and Maintenance	**PI 1.** Number of cooling facilities maintaind	L.B. Ramos C. Borela, 2 J.Os	40	45	112.50%	5	5	4	4.667	repaired
	PI 2. Number of IT equipemt maintaind	L.B.. Ramos, R. Dosdos	20	25	125.00%	5	4	4	4.333	repaired
	PI 3. Number of multimedia equipment repaired	L.B. Ramos C. Borela, 2 J.Os	30	34	113.33%	5	4	4	4.333	repaired
	PI 4. Number of laboratory equipment maintained Scientific and None Scientific		35	40	114.29%	5	5	4	4.667	repaired

MFO	PI	Responsible	Target	Accomplished	%	1	2	3	4	Remarks
	PI 4. Number of research Laboratory facilities maintained (Tissue culture)		35	40	114.29%	5	5	4	4.667	repaired
ILFMU-MFO2- Record Keeping/documentation of equipment status	PI 6. Number of equipment documented/recorded	L.B.. Ramos, R. Dosdos	50	60	120.00%	5	5	4	4.667	repaired
ILFMU-MFO3-Inspection of Lab equipment and supplies	PI 7. Number of laboratory supplies inspected	L.B. Ramos C. Borela	100	110	110.00%	5	5	4	4.667	repaired
	PI 8. Number of laboratory equipment inspected		20	30	150%	5	5	4	4.667	repaired
ILFMU-MFO4-Make justification/certification of equipment repairable and beyond econmic restoration	PI 9. Number of justification made	L.B. Ramos C. Borela, 2 J.Os	35	40	114.29%	5	5	4	4.667	acted
ILFMU-MFO5-Cleaning of parking lot of admin building and traveler's CR.	PI 10. Number of days in cleaning the parking lot of admin building and traveler's comfort rooms.	2 Job Orders	3	5	166.00%	5	5	5	5	acted
ILFMU-MFO6-Extension Services	PI 11. Number of GSIS Client Assited: VSU Staff & Outsiders	L. B. Ramos, R. Dosdos	45	50	111.11%	5	5	5	5	Assisted
ILFMU-MFO7- Advance and Higher Education Services.	Student with IT problem	L.B. Ramos	15	30	200%	5	5	4	4.667	Assisted
	Student with Thesis		15	25	116.67%	5	5	4	4.667	Assisted
	Total:								60.67	
	Avarage Rating								4.33	
									VS	

Received by:

DILBERTO O. FERRAREN, PhD
Vice President for Planning, Resource Generation and External Affairs
Planning Office
Date:

Calibrated by:

REMBERTO A. PATINDOL
PMT
Date:

Recommending Approval:

MARIO LILIO VALENZONA
Director, GSD
Date

Approved by:

EDGARDO E. TULIN
President
Date

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