


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **REMBERTO A. PATINDOL**, Vice President for Administration and Finance, commits to deliver and agree to be rated on the attainment of the following targets the indicated in accordance with measures for the period January-June, 2021.

Approved:


REMBERTO A. PATINDOL
 Head of the Unit


EDGARDO E. TULIN
 President



Personnel Composition	Position Title/Designation	Number
Head	VP for Administration and Finance	1
Regular Admin Staff	Administrative Officer II	1
	Administrative Aide I	1
Job Order Staff	Administrative Aide III	3
GRAND TOTAL		6

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

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO5: Support to Operations (STO)										
VPAF STO1: ISO 9001:2015 aligned documents	PI 1. Number of quality procedures prepared/revised	RA Patindol, all Office/Unit Heads	15 quality procedures prepared and submitted	27 QPs prepared and submitted	180%	5	5	5	5.00	
	PI 2. Number of required mandatory operations manuals prepared and submitted	RA Patindol, all Office/Unit Heads	5 operations manual prepared and submitted	5 operations manual prepared and submitted	100%	5	5	5	5.00	
VPAF STO2: Freedom of Information (FOI) aligned compliance and reporting requirements	PI 1. Percentage compliance of reporting requirements in accordance with FOI Manual	RA Patindol, OHRA/DPO	100% submission /posting of the 3 required reports: FOI Inventory/ Registry & FOI Summary Reports	100% submitted reports	100%	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
VPAF STO3: ARTA aligned compliance and reporting requirements	PI 1. Percentage of external clients served and rated the service at least very satisfactory or higher	RA Patindol, MS Miraflor, DP Jayme	80% external clients served and rated at least very satisfactory or higher	100% external clients served and rated at least very satisfactory or higher	125%	5	5	5	5.00	
VPAF STO4: Innovations & Best Practices	PI 1. Number of new systems developed and implemented	RAPatindol/ ODHRM/ OHRA/ SPPMO/HRIS Team	6	6	100%	5	5	5	5.00	HR Management Information Systems
	PI 4. Percentage operationalization of HRMIS on RSP	RA Patindol, ODAHRD, Web Team, DCST, UCC	80% operationalized	100% operationalized	125%	5	5	4	4.67	
UMFO6: General Administrative and Support										
VPAF GASS 1: Administrative and Support Services Management	PI 1. Percentage of clients/personnel supervised for efficient office management and maintenance of rooms, facilities and documents	AB Alba, MS Miraflor, DP Jayme	100% clients/personnel supervised for efficient office	100% clients/personnel supervised for efficient office	100%	5	5	5	5.00	Maintenance of office cleanliness, receiving/releasing of documents, filing of docs and maintenance of eqpt
	PI 2. Percentage of administrative services and financial/administrative documents acted within time frame	AB Alba, MS Miraflor, DP Jayme	100% admin services acted within time frame	100% admin services acted within time frame	100%	5	5	5	5.00	
	PI 3. Efficient and effective disbursement of funds within prescribed time and in accordance with DBM/COA and other rules & regulations	RA Patindol	2,000 approved vouchers	2,519 approved vouchers	101%	5	5	5	5.00	
	PI 4. Number of linkages with external agencies maintained	RA Patindol, MS Miraflor, Office/Unit Heads	20 external linkages	20 external linkages	100%	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	PI 5. Number of offices and units directly supervised, monitored and coordinated	RA Patindol, MS Miraflor	19 offices	19	100%	5	5	5	5.00	
	PI 6. Number of major university committees chaired and coordinated	RA Patindol	7 committees chaired and coordinated	8	114%	5	5	5	5.00	
	PI 7. Number of administrative meetings conducted for effective management and implementation of offices and projects	R. Patindol, MS Miraflor	5	5	100%	5	5	5	5.00	
	PI 8. Number of major university committees meetings conducted to effectively coordinate and implement plans	R. Patindol, MS Miraflor	45	59	131%	5	5	5	5.00	
	PI 9. Efficient & customer-friendly frontline service	RA Patindol, OVPAF Staff	Zero Complaint	Zero Complaint	100%	5	5	5	5.00	
VPAF GASS 2: Human Resource Management and Development	PI 1. Compliance of existing HRM Policies & Practices with PRIME-HRM Standards	RA Patindol, LB Cano, HV Colis, Offices under ODHRM	75% of required evidences for RSP level 3 prepared and submitted	100%	100%	5	5	5	5.00	
	PI 2. Compliance of HRM Practices to ISO 9001:2015 standards	RA Patindol, LB Cano, HV Colis, Offices under ODHRM	100% processes implemented according to QP	100%	100%	5	5	5	5.00	
	PI 3. Percentage of CSC Validation of Approved appointments	RA Patindol, LB Cano, HV Colis, ODHRM	100% compliance	100% complied	100%	5	5	5	5.00	
	PI 4. Efficient Database/Records Management compliant to ISO standards	RA Patindol, LB Cano, MS Mirafor	100% database system installed and 90% permanent records uploaded	100%	100%	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	PI 4. Efficient and effective collection services	RA Patindol	2,500 official receipts issued; 250 deposits	7,771 official receipts issued; 2,442 deposits	371%	5	5	5	5.00	
VPAF GASS 3: Financial Services and Management	PI 1. Effective and responsive annual budget prepared and submitted within allowable period	RA Patindol, DFerraren, ODFM, OP, Budget Officers (Main & External), College Deans, PPO	80% available in Deember 31, 2020	40% annual budget prepared and submitted	100%	5	5	5	5.00	
	PI 2. Efficient Budget Utilization of funds within prescribed time	RA Patindol, LC Ampac, MS Pancito	100% for GF and STF and 80% of budget utilized and obligated	59.37% for GF, 51% for STF and 100% for IGP of budget utilized and obligated	70%	5	5	5	5.00	GF, STF, IGP
	PI 3. Timely & error-free financial and budgetary reports	RA Patindol, LC Ampac, MS Pancito, ES Esguerra, NR Bello, Satellite Campus, Budget Officers and Bookkeepers	100% budgetary accountability reports submitted on time, error free	132% budgetary accountability reports submitted on time, error free	132%	5	5	5	5.00	
VPAF GASS 4: Physical Facilities Development and Maintenance	PI 1. Efficient and timely response to any requests for services on repair and maintenance on physical facilities	RA Patindol, MLP Valenzona, MG Burlas	100%	100% services rendered	100%	5	5	4	4.67	
	PI 2. Effective implementation of new and existing infrastructure projects in accordance with approved time frame and standards	RA Patindol, MLP Valenzona, MG Burlas	100% of well-monitored and implemented projects	100% of well-monitored and implemented projects	100%	5	5	4	4.67	
	PI 3. Effective fleet repair and preventive maintenance operations	RA Patindol, MLP Valenzona, MG Burlas	100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works	100%	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	PI 4. Effective repair and preventive maintenance operations of electrical facilities and equipment	RA Patindol, MLP Valenzona, MG Bulas	100% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenance Works	100%	5	5	5	5.00	
	PI 5. Effective repair and preventive maintenance operations on plumbing and sewerage systems	RA Patindol, MLP Valenzona	100%	100%	100%	5	5	5	5.00	
	PI 6. Efficient and regular collection and proper disposal of garbage	RA Patindol, MLP Valenzona, MG Bulas, R Troyo	100% waste collected and disposed	100% waste collected and disposed	100%	5	5	5	5.00	
	PI 7. Well-maintained campus beautification and landscape	RA Patindol, MLP Valenzona, MG Bulas, R Troyo	100% scheduled well-maintained areas in the campus	100% scheduled well-maintained areas in the campus	100%	5	5	5	5.00	
	PI 8. Efficient repair, preventive maintenance and calibration of laboratory facilities and equipment	RA Patindol, MLP Valenzona, MG Bulas, LB Ramos	100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works	100%	5	5	4	4.67	
VPAF GASS 5: University Health Services and	PI 1. Efficient and effective primary health care services	RA Patindol, EJV Yu, M. Buzon, MS Guinocor	100%	100%	100%	5	5	5	5.00	
	PI 2. Effective and sustained health and wellness promotion activities	RA Patindol, EJV Yu, MS Guinocor, Nurse Staff	1 for each quarter (dorm to dorm) 1 per semester (health forum)							Non-compliance due to COVID-19
	PI 3. Effective and sustained environmental health and sanitation services	RA Patindol, EJV Yu, MS Guinocor, Nurse Staff	1 per semester for each facility	2 per semester for each facility	200%	5	5	5	5.00	
VPAF GASS 6: Procurement & BAC Secretariat Services	PI 1. Percentage of goods, infrastructure and services as reflected in the approved APP procured in accordance with RA 9184 and its IRR	RA Patindol, AM Flores	100% updating of APP	100% APP updated	100%	5	5	5	5.00	Updated APP as of Sep 2020 submitted to GPPB

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
VPAF GASS 7: Project Management & Implementation Services	PI 1. Effective monitoring and implementation of contracts and purchase orders	RA Patindol, JC Ecleo	60 suppliers/external service providers' contracts evaluated	78 suppliers/external service providers' contracts evaluated	130%	5	4	5	4.67	
	PI 2. Efficient payment of billings and vouchers of delivered goods, services and infrastructure processed	RA Patindol, JC Ecleo	300 vouchers prepared	625 vouchers prepared	208%	5	5	4	4.67	includes refund of Performance Bond, retention money and cash advance
VPAF GASS 8: Supply & Property Management Services	PI 1. Percentage of supplies, materials and equipment received, stored and distributed to end-users within one week from delivery	RA Patindol, AM Flores	100%	100%	104%	5	5	4	4.67	
	PI 2. Regular and efficient conduct of inventory of SMEs	RA Patindol, AM Flores	100%	100%	100%	5	5	5	5.00	
	PI 3. Percentage of waste materials and unserviceable properties disposed within prescribed time	RA Patindol, AM Flores	100%	100%	147%	5	5	5	5.00	
	PI 4. Percentage availability of fuel & lubricants and dispensing upon request	RA Patindol, AM Flores	100%	100%	135%	5	5	5	5.00	
VPAF GASS 9: Security and Safety Management Services	PI 1. Effective security services in protecting life and property within the campus	RA Patindol, JAbela, Security Force	95%	95%	100%	5	5	5	5.00	
VPAF GASS 10: Network Infrastructure Development and Maintenance	PI 1. Efficient and effective information management system	RA Patindol, SU Villagonzalo, NO Villas	50%	50%	100%	5	5	5	5.00	
	PI 2. Reliable network connection and services	RA Patindol, SU Villagonzalo, NO Villas	50%	50%	100%	5	5	5	5.00	
	PI 3. Efficient and wider coverage of multimedia services	RA Patindol, SU Villagonzalo, NO Villas	50%	50%	100%	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	PI 4. Efficient and reliable ICT training related service	RA Patindol, SU Villagonzalo, NO Villas	50%	50%	100%	5	5	5	5.00	
	PI 5. Efficient and reliable Data Privacy and ICT policy services	RA Patindol, SU Villagonzalo	50%	50%	100%	5	5	5	5.00	
VPAF GASS 11: VSU-Cebu Operation and Management	PI 1. Efficient, timely and effective procurement support services	RA Patindol, N. Pacada	100%	100%	100%	5	5	5	5.00	
	PI 2. Efficient and customer friendly lodging and liaisoning services	RA Patindol, N. Pacada	100%		0%					Barely no guest because of COVID-19
VPAF GASS 12: Budget Utilization Rate (BUR)	PI 1: Efficient Budget Utilization of funds within prescribed time	RAPatindol, LC Ampac, Budget Office	100% of budget utilized and obligated for GF & STF; 80% for IGP	59.37% for GF; 51% for STF; 100% for IGP of budget utilized and obligated	133%	5	5	4	4.67	
	PI 2: Efficient and effective disbursement of funds within prescribed time and in accordance with DBM/COA and other rules and regulations (Cashiering Services)	RAPatindol, LC Ampac, Budget Office	90% of NCA disbursed	100% of NCA disbursed	111%	5	5	5	5.00	
VPAF GASS 13: Compliance of Public Financial Management (PFM) reporting requirements of the COA and DBM	PI 1: Percentage of monthly, quarterly and year-end financial reports prepared, consolidated, approved and submitted to COA/DBM within mandated time for all funds error free	RAPatindo, LC Ampac, MS Pancito, ES Esguerra, Satellite Campus Budget Officers and Bookkeepers	26 budgetary accountability reports submitted on time, error free & 23 other reports	26 budgetary accountability reports submitted	100%	5	5	5	5.00	
VPAF GASS 14: Procurement Process and Monitoring Management	PI 1. Prepared APP from consolidated Project Procurement Mgmt. Plan (PPMP) by office/projects and submitted to DBM-PS within prescribed period	RA Patindol, MS Miraflor, JC Ecleo, AM Flores, End-users	100% updating of APP	100% APP updated	100%	5	5	5	5.00	Updated APP as of Sep 2020 submitted to GPPB

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	PI 2: Prepared APCPI for all procurement activities and submitted to GPPB within prescribed period	RA Patindol, JC Ecleo, AM Flores, End-users	80% of all procurement activities	100%	100%	5	5	5	5.00	
VPAF GASS 15: PhilGEPS Posting including Early Procurement of Goods and Services	PI 1: Compliance to PhilGEPS Posting within prescribed period	RA Patindol, BAC Members, BAC Secretariat, End-users	100% posting as required	100%	100%	5	4	5	4.67	
Total Over-all Rating									262	
Average Rating									4.94	
Adjectival Rating						OUTSTANDING				

Received by:



DANIEL LESLIE S. TAN
Director, Planning & Monitoring

AUG 23 2021

Calibrated by:



REMBERTO A. PATINDOL
PMT Chairman

Recommending Approval:



REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Approved:



EDGARDO E. TULIN
President