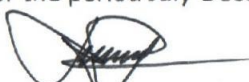



# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

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 July-December, 2019.

  
**REMBERTO A. PATINDOL**  
Head of the Unit

Approved:

  
**EDGARDO E. TULIN**  
President  
2.11.20



Personnel Composition	Position Title/Designation	Number
Head	VP of Admin and Finance	1
Staff: Regular Admin Saff	Information Systems Analyst 1	1
	Administrative Assistant VI	1
	Administrative Officer II	1
	Administrative Aide I	1
Job Order Staff	Administrative Aide III	2
<b>GRAND TOTAL</b>		<b>7</b>

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

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of Dec 31	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
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	10 quality procedures prepared and submitted	14 quality procedures prepared and submitted	140%	5	5	5	5.00	
	PI 2. Number of required mandatory operations manuals prepared and submitted	RA Patindol, all Office/Unit Heads	1 operations manual prepared and submitted	1 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, LB Cano, AA Sevilla, MS Miraflor	100% submission and posting of the 3 required reports	100% submitted reports	100%	5	5	5	5.00	FOI Inventory, FOI Registry & FOI Summary Reports
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, JC Ecleo, DJ Jayme	90%	100%	111%	5	5	5	5.00	External clients served and rated at least very satisfactory or higher
VPAF STO4: Innovations & Best Practices	PI 1. Number of new systems developed and implemented	RA Patindol, TML Dargantes	6	6	100%	5	5	5	5.00	HRMIS Systems
	PI 2. Number of Financial Management Systems monitored and maintained	R. Patindol, MS Miraflor	4	4	100%	5	5	5	5.00	



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						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	<b>PI 3.</b> Number of innovative and revised policies prepared and finally approved	RA Patindol, TML Dargantes, MS Miraflor	6	6	100%	5	5	5	5.00	
	PI 4. Percentage operationalization of HRMIS on RSP	RA Patindol, HRMIS Team, UCC	80% operationalized	90% operationalized	113%	5	5	5	5.00	
<b>UMFO6: General Administrative and Support Services (GASS)</b>										
<b>VPAF GASS 1: Administrative and Support Services Management</b>	<b>PI 1.</b> Percentage of clients/personnel supervised for efficient office management and maintenance of rooms, facilities and documents	AB Alba, MS Miraflor, JC Ecleo, TML Dargantes, DP Jayme	100% clients/personnel supervised for efficient office	100% clients/personnel supervised for efficient office	100%	5	5	5	5.00	Work includes maintenance of office cleanliness, receiving/releasing of documents, filing of documents, and maintenance of eqpt
	<b>PI 1.</b> Percentage of administrative services and financial/administrative documents acted within time frame	AB Alba, MS Miraflor, JC Ecleo, TML Dargantes, DP Jayme	100% admin services acted within time frame	100% admin services acted within time frame	100%	5	5	5	5.00	
	<b>PI 3.</b> Number of linkages with external agencies maintained	RA Patindol, JC Ecleo, MS Miraflor, TML Dargantes, Office Heads	12 external linkages	12 external linkages	100%	5	5	5	5.00	DBM, CHED, AO25 IATF, PASUC, CSC, COA, PhilGEPS, GSIS, BFP, GPPB, HDMF, BoT
	<b>PI 3.</b> Number of offices and units directly supervised, monitored and coordinated	RA Patindol	19	19	100%	5	5	5	5.00	
	<b>PI 4.</b> Number of major university committees chaired and coordinated	RA Patindol	8	8	100%	5	5	5	5.00	NAPB, BAC, , PMT, VASC, CHED-ISA, Disposal, EO-MCC( CNA), Tree Mgt.
	<b>PI 5.</b> Number of administrative meetings conducted for effective management and implementation of offices and projects	R. Patindol, MS Miraflor	5	8	160%	5	5	5	5.00	
	<b>PI 6.</b> Number of major university committees meetings conducted to effectively coordinate and implement plans	R. Patindol, MS Miraflor	20	33	165%	5	5	5	5.00	
	<b>PI 8.</b> Efficient & customer-friendly frontline service	RA Patindol, AB Alba, MS Miraflor, JC Ecleo, TML Dargantes, DP Jayme	Zero Complaint	Zero Complaint	100%	5	5	5	5.00	



MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of Dec 31	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>VPAF GASS 2: Human Resource Management and Development</b>	<b>PI 1.</b> Compliance of existing HRM Policies & Practices with PRIME-HRM Standards	RA Patindol, LB Cano, TL Quinanola, HV Colis	Level II Maturity Status	100%	100%	5	5	5	5.00	
	<b>PI 2.</b> Compliance of HRM Practices to ISO 9001:2015 standards	RA Patindol, LB Cano, HV Colis	100% of required	100% complied	100%	5	5	5	5.00	Work Instructions V 2.0 in place and in use
	<b>PI 3.</b> Percentage of CSC Validation of Approved appointments	RA Patindol, LB Cano, TL Quinanola, HV Colis	100% compliance	100% complied	100%	5	5	5	5.00	
	<b>PI 4.</b> Efficient Database/Records Management compliant to ISO standards	RA Patindol, LB Cano, AM Sevilla, MS Mirafior	100% of required	100% complied	100%	5	5	5	5.00	
<b>VPAF GASS 3: Financial Services and Management</b>	<b>PI 1.</b> Effective and responsive annual budget prepared and submitted within allowable period	OP, OVPAF, ODF, ODAHRD, OVPPRGEA, USSO, PRPEO, OVPRE, College Deans and Budget Officers	100% submission	100%	100%	5	5	5	5.00	
	<b>PI 2.</b> Efficient Budget Utilization of funds within prescribed time	RA Patindol, LC Ampac, MS Pancito	40% of budget utilized and obligated	44% of budget utilized and obligated	110%	5	5	5	5.00	
	<b>PI 3.</b> Efficient and effective disbursement of funds within prescribed time and in accordance with DBM/COA and other rules & regulations	RA Patindol, LC Ampac, ES Esguerra, RH Dohiling, ML Valenzona, AMFlores, Academic Depts, Research & Extension	40% of NCA disbursed	45% of NCA disbursed	113%	5	5	5	5.00	
	<b>PI 4.</b> Timely & error-free financial and budgetary reports	LC Ampac, MS Pancito, ES Esguerra, RH Dohiling, 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	
	<b>PI 5.</b> Efficient and effective collection services	LC Ampac, QE Atupan, RH Dohiling	100% receipted and deposited	100% receipted and deposited	100%	5	5	5	5.00	
<b>VPAF GASS 4: Physical Facilities Development and Maintenance</b>	<b>PI 1.</b> Efficient and timely response to any requests for services on repair and maintenance on physical facilities	RA Patindol, MLP Valenzona	10	12	120%	5	5	4	4.67	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of Dec 31	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
	<b>PI 2.</b> Effective implementation of new and existing infrastructure projects in accordance with approved time frame and standards	RA Patindol, MLP Valenzona	5	5	100%	5	5	4	4.67	
	<b>PI 3.</b> Effective fleet repair and inspection for preventive maintenance & repair and maintenance for corrective maintenance	MLP Valenzona, MG Burlas, RM Sanico	25	27	108%	5	5	4	4.67	
	<b>PI 6.</b> Efficient and timely solid waste collection and proper disposal of garbage	MLP Valenzona, ME Baliad	100%	100%	100%	5	5	5	5.00	
	<b>PI 7.</b> Well-maintained campus beautification and landscape	MLP Valenzona, ME Baliad	5	5	100%	5	5	5	5.00	
	<b>PI 8.</b> Efficient repair, preventive maintenance and calibration of laboratory facilities and equipment	MLP Valenzona, LB Ramos	80	80	100%	5	5	4	4.67	
<b>VPAF GASS 5: University Health Services and Management</b>	<b>PI 1.</b> Efficient and effective primary health care services	EJV Yu, MS Guinocor, Nurses, Nursing Attendants, Midwife, Ambulance Driver & Utility Workers	1,750	3,190	182%	5	5	5	5.00	Patient seen and examined within 10 mins
		EJV Yu, Chiong, Bandilla	2500 - Lab 1100 - Xray	5750 - Lab 1629 - Xray	205%	5	5	5	5.00	Specimens collected within 5 minutes & results issued within the schedules of results releasing
	<b>PI 2.</b> Effective and sustained health and wellness promotion activities	EJV Yu, MS Guinocor, Staff Nurses	3	3	100%	5	5	5	5.00	Reproductive health, mental health and substance abuse prevention and treatment services
	<b>PI 3.</b> Effective and sustained environmental health and sanitation services	EJV Yu, MS Guinocor, Staff Nurses	2	2	100%	5	5	5	5.00	At least 2 sanitary inspection of food establishments and dormitories
<b>VPAF GASS 6: Procurement &amp; BAC Secretariat Services</b>	<b>PI 1.</b> Percentage of goods, infrastructure and services as reflected in the approved APP procured in accordance with RA 9184 and its IRR	All procurement staff	100%	100%	100%	5	5	4	4.67	



MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of Dec 31	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>VPAF GASS 7: Project Management &amp; Implementation Services</b>	<b>PI 1.</b> Effective monitoring and implementation of contracts and purchase orders	AM Flores, P Piamonte	100%	100%	100%	5	5	4	4.67	
	<b>PI 2.</b> Percentage of billings and vouchers for payment of delivered goods, services and infrastructure processed	ES Esguerra, DB Alba	100%	100%	100%	5	5	4	4.67	
<b>VPAF GASS 8: Supply &amp; Property Management Services</b>	<b>PI 1.</b> Percentage of supplies, materials and equipment received, stored and distributed to end-users within one week from delivery	AM Flores, Lumanta, Adaza, Bandalan, Latras, Vega	100%	100%	100%	5	5	5	5.00	
	<b>PI 2.</b> Regular and efficient conduct of inventory of Supplies, Materials and Equipment (SMEs)	AM Flores, Lumanta, Adaza, Bandalan, Latras, Vega	100%	100%	100%	5	4	5	4.67	
	<b>PI 3.</b> Percentage of reports and documents of Unserviceable Propoerties for dsiposal prepares and submitted	A Flores, E. Piamonte, L. Escala, L Fernandez	100%	100%	100%	5	5	5	5.00	
	<b>PI 4.</b> Percentage availability of fuel & lubricants and dispensing upon request	RA Patindol, AM Flores	100%	100%	100%	5	5	5	5.00	
<b>VPAF GASS 9: Security and Safety Management Services</b>	<b>PI 1.</b> Effective security services in protecting life and property within the campus	C. Gumaod, AB Asilom, VS Canada	100%	100%	100%	5	5	5	5.00	
	<b>PI 2.</b> Proactive and responsive disaster and risk reduction management	C. Gumaod, AB Asilom, VS Canada	100%	100%	100%	5	4	5	4.67	
<b>VPAF GASS 10: Network Infrastructure Development and Maintenance</b>	<b>PI 1.</b> Efficient and effective information management system	SU Villagonzalo, NO Villas, JG Godoy	84	91	108%	5	5	4	4.67	
	<b>PI 2.</b> Reliable network connection and services	SU Villagonzalo, NO Villas, JG Godoy	1	2	200%	5	5	5	5.00	
	<b>PI 3.</b> Efficient and reliable ICT training related service	SU Villagonzalo, NO Villas, JG Godoy	98	125	128%	5	5	5	5.00	
	<b>PI 4.</b> Efficient and reliable Data Privacy and ICT policy services	SU Villagonzalo, NO Villas, JG Godoy	100%	100%	100%	5	5	4	4.67	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of Dec 31	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>VPAF GASS 11: VSU-Cebu Operation and Management</b>	<b>PI 1.</b> Efficient, timely and effective procurement support services	N. Pacada, M Pausanos	100%	100%	100%	5	5	5	5.00	
	<b>PI 2.</b> Efficient and customer friendly lodging and liaisioning services	N. Pacada, F Ramada	100%	100%	100%	5	5	5	5.00	
<b>VPAF GASS 12: Budget Utilization Rate (BUR)</b>	<b>PI 1:</b> Efficient Budget Utilization of funds within prescribed time	RAPatindol, LC Ampac, Budget Office	40% of budget utilized and obligated	44% of budget utilized and obligated	110%	4	5	5	4.67	
	<b>PI 2:</b> 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	40 % of NCA disbursed	45% of NCA disbursed	113%	4	5	5	4.67	
<b>VPAF GASS 13: Compliance of Public Financial Management (PFM) reporting requirements of the COA and DBM</b>	<b>PI. 1:</b> Timely and error free financial and budgetary reports (Financial Management Services)	RAPatindol, LC Ampac, Budget Office	26 budgetary accountability reports submitted on time, error free & 23 other reports	26 budgetary accountability reports submitted	100%	5	5	5	5.00	
<b>Total Over-all Rating</b>									<b>260.67</b>	
<b>Average Rating</b>						4.96		4.83	<b>4.92</b>	
<b>Adjectival Rating</b>						<b>OUTSTANDING</b>				


Received by:

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


Calibrated by:

  
**REMBERTO A. PATINDOL**  
 PMT Chairman

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
 Vice President for Admin. & Finance

Approved:

  
**EDGARDO E. TULIN**  
 President  
 2.11.26