


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)




I, **Sean O. Villagonzalo**, Head of the **University Connectivity Center** 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, 2019**.


SEAN O. VILLAGONZALO
 Dept/Unit Head

Recommending Approval:


REMBERTO A. PATINDOL
 VP for Administration & Finance

Approved:


EDGARDO E. TULIN
 University President

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

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

MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO6: GENERAL ADMINISTRATION AND SUPPORT SERVICES									
VPAF MFO6: NETWORKING INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE									
MFO 1: Network Installation, repair and maintenance	Number of VOIP Phones installed in Main, satellite campuses, VMO & VCO offices	NOVillas, JGGodoy, CCgonato, MLCabras, MLOBongcales, SOVillagonzalo	30	37	5	5	5	5	
	Number of AP Installed		30	28	5	4	4	4.33	
	Number of LAN repair request served		15	20	5	5	5	5	
	Number of power protection system installed		7	8	5	5	4	4.67	
	Number of preventive maintenance activities		3	4	4	4	4	4	
MFO2: Computer and Equipment repairs	Number of request for computer and equipment repair	NOVillas, JGGodoy, MLCabras, SOVilagonzalo	12	16	5	4	4	4.33	
MFO3: Technical Assistance	Number of technical assistance via Phone/ Mobile phone	NOVillas, JGGodoy, SOVilagonzalo	13	17	5	5	4	4.67	
	Number of technical assistance via instant messaging/ email/ slack	NOVillas, JGGodoy, SOVilagonzalo	40	49	4	4	4	4	

	Number of technical assistance for walk-in clients	NOVillas, JGGodoy, SOVilagonzalo	13	19	5	5		4.67	
	Number of A/V and live streaming assistance	NOVillas, JGGodoy, CCgonato, MLOBongcales	4	4	5	4	4	4.33	
	Number of faculty & staff user account appended	NOVillas, JGGodoy, SOVilagonzalo	30	37	5	4	4	4.33	
MFO4: Server Installation, repair & maintenace	Number of server services installed, configured, updated, maintained, repaired and appended	NOVillas	9	9	4	4	4	4	
MFO5: Network & services monitored	Number of services monitored including satellite campuses	NOVillas, JGGodoy, SOVilagonzalo	2	2	5	4	4	4.33	
MFO6: Data Backup	Number of system back-up (database, web, etc.)	NOVillas	120	140	5	5	5	5	
MFO7: VSU Cabling installation	Number of workstation/ VOIP/ Cameras/ Switches connected	JGGodoy, CCgonato, MLCabras, MLOBongcales	2	7	5	5	5	5	
MFO8: Cumulus One Maintenance	Number of system revision, repair and maintenance	NOVillas	2	2	4	4	4	4	
	Number of system updating for firewall & intrusion prevention	NOVillas	10	13	5	5	4	4.67	
	Number of student account appended	NOVillas	500	584	5	5	5	5	
	Number of faculty account registered of re-validate	NOVillas	30	43	5	5	5	5	

MF09: VSU Domain & email server	Number of DNS address appended	NOVillas	5	7	4	4	4	4	
HRMIS Project Support	Number of Meetings & system evaluation conducted	NOVillas, JGGodoy, SOVilagonzalo	6	8	5	4	4	4.33	
Total Over-all Rating								94.66	
Average Rating								4.76 4.29 4.73	
Adjectival Rating								outstanding	

Received by:



Planning Office

Calibrated by:


REMBERTO A. PATINDOL

PMT Chair

Recommending Approval:


REMBERTO A. PATINDOL

Vice President

Approved by:


EDGARDO E. TULIN

President

Date: _____

Date: _____

Date: _____

Date: _____

1 – quality

2 – Efficiency

3 – Timeliness