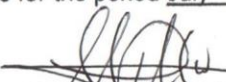



JAN 21 2019

Visayas State University
HEAVY EQUIPMENT & LIGHT VEHICLE MAINTENANCE UNIT
 Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

I, Marlon G. Burlas, Head, HELVMU, 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, 2018.


MARLON G. BURLAS
 Head, HELVMU
 Date: _____


MARIO LILIO P. VALENZONA
 Director, GSD
 Date: _____

MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishment	Rating				Remark
					Quality	Efficiency	Timeliness	Average	
UMFO 6: General Administration and Support Services									
HELVMU MFO 1. Administrative and Facilitative Services									
PI 1: Number of letter and standard government forms preparation	R. M. Sanico, E. Dargantes/V. P. Asilom	1,500	1,550	5	5	5	5.00	HELVMU Office	
PI 2: No. of documents and job requests receive, recorded	E. Dargantes/V. P. Asilom	300	310	5	4	3	4.00	HELVMU Office	
PI 3: No. of spare parts & lubricants record on stock cards	E. Dargantes/V. P. Asilom	200	220	5	4	3	4.00	HELVMU Office	
PI 4: Documents Filing	E. Dargantes/V. P. Asilom	150	165	4	4	3	3.67	HELVMU Office	
PI 5: No. of doors and windows opened No. of rooms cleaned and maintained No. of building/surroundings cleaned & maintained	R. M. Sanico & 3 JO	42	50	5	4	3	4.00	HELVMU Office & Motorpool bldg.	

HELVMU MFO 2. Ground Improvement (New Construction, etc.)

P2 1: No. of grounds (sites) filled-up, scraped, cleared and improved	. B. Castanas . J. Caballero . V. Paderes . 2 JO's	5	6	5	5	5	5.00	. Garbage area, VSU Gym area, Upper Oval area, Horticulture area, DLABS area, Labra's Cottage area
P2 2: No. of areas maintained	. B. Castans; . V. Paderes 3 JO's	5	5	5	5	4	4.67	Oval (Upper & Lower); F & G show area; Highway P. Fence & Borders; GSD surroundings; & Beach area

HELVMU MFO 3. Ground Maintenance

P3 1: No. of irrigation and drainage canals maintained	B. Castanas; 2JO's	6	6	5	5	4	4.67	Nangka & Mabolo Drive; Calbiga-a & Pangasugan; Exptl. Area; Beach & Highway area
P3 2: NO. of perimeter fence/gates fabricated & maintained	N. Manla; 3 JO's	6	6	5	4	3	4.00	GSD; Highway P. Fence; F & G show area; VSU Garden Resort; Guard Post 1 & 2; Nangka & Mabolo Drive

HELVMU MFO 4. Land Preparation (Research Related)

P4 1: No. of land areas prepared based on Job Request	. B. Castanas . J. Caballero . V. Paderes . 1 JO	8	10	5	4	4	4.33	Philrootcrops; NCRC-V; DPBG; DASS; Eco-Farmi; DAS; DOH; Lab.High Sch.; PCC; NARC
P4 2: No. of hauling/trips based on job request	B. Castanas; . J. Caballero . V. Paderes 2 JO's	300	350	5	5	4	4.67	Research Center; Diff. departments/Offices

HERVMU MFO 5. Repair of Heavy & Light Vehicles

P5 1: No. of body repair & fabrication (Metal & Steel Work)s	R. M. Sanico; N. Manla; E. Orendain; 2 JO's	5	4	5	4	4	4.33	. Toyota Land Cruiser (Blue), Bus 36, Hi-ace (Tolosa), Nissan Shuttle.
P5 2: No. of under chassis repair, welding & servicing	A. Armada; R. Muana; C. Albiso; E. Orendain; 2 JO's	5	5	5	5	4	4.67	. Light Vehicles (13 units); Trucks & Buses (10units); Heavy and Farm Equipment (13 units)
P5 3: No. of engine tune up & servicing	R. Muana; C. Albiso; R. Oracion; A. Armada; 1JO	6	9	5	5	4	4.67	. These include other departments vehicles/equipment repaired & serviced by HELVMU
P5 4: No. Transmission/Differential repair	A. Armada; R. Muana; B. Castanas; C. Albiso; 2JO's	2	4	5	5	5	5.00	. Hi-Ace (Tolosa); Ford Tractor; PESMU; Adv. Blue(Ovpre)
P5 5: No. of engine overhauling/changing	A. Armada; R. Muana; E. Orendain; 1 JO	3	4	5	4	4	4.33	. T-Land Cruiser (Blue); Hi- Ace; PESMU; WSSMU Jeep
P5 6: No. of motor rewinding & electrical repair	R. Oracion	10	15	5	4	4	4.33	. Heavy & Light Vehicles repaired and maintained; include other departments
P5 7: No. of spare parts machining & fabrication	V. Meliton	10	15	5	4	4	4.33	. These include other departments vehicles/equipment repaired & serviced by HELVMU
P5 8: No. of repainting of vehicles & equipment	3 JO's	1	4	5	4	4	4.33	. Bus 36; T-Land Cruiser(Blue); Isuzu Elf 250; Hi-
P5 9: No. of tire change & vulcanize	1JO	100	110	5	4	4	4.33	Bicycle; Motorcycle; HELVMU & department vehicles

P5 10: No. of steering (Power/Manual) & hydraulic pump repair	A. Armada; R. Muana; 1JO	1	3	5	4	3	4.00	. Backhoe; Payloader; Tractor
P5 11: No. of shop services based on job requests		10	30	4	4	3	3.67	Based on Job Request

HELVMU MFO 6. Operation and maintenance of vehicle

P6 1: No. of trips served	Marlon G. Burlas; I. Laplana; N. Rabanos; C. Cutamora; A. Borneo; C. Rabanos A. Banayag; N. Quimco E. Pastoril	450	1096	5	3	3	3.67	VSU Vehicles
P6 2: No. of vehicles & farm equipment maintained	A. Armada; R. Muana; C. Albiso; N. Manla; E. Orendain; 3 JO's	30	36	3	2	2	2.33	Light Vehicles (13 units); Trucks & Buses (10 units); Heavy & Farm Equipments (13 units)


HELVMU MFO 7. Frontline Services

PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	1	100%	5	5	4	4.67	
Best practices/new initiatives								
Total Over-all Rating							106.67	
Average Rating				0.00	0.00	0.00	4.27	
Adjectival Rating				Very Satisfactory				


Received by:

Planning Office
Date: _____

Calibrated by:


REMBERTO A. PATINDOL
Chairman, PMT
Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
V. P. for Admin. & Finance
Date: _____

Approved:


EDGARDO E. TULIN
President
Date: _____