


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 to December, 2017.


REMBERTO A. PATINDOL
 Head of the Unit

Approved:


EDGARDO E. TULIN
 President

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 I	1
Casual Staff	Administrative Aide I	1
Job Order Staff	Administrative Aide III	1
GRAND TOTAL		6

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 ¹	E ²	T ³	A ⁴	
UMFO6: General Administrative and Support Services										
VPAF MFO 1: Administrative and Support Services Management	PI 1: Number of office personnel supervised for efficient office management and maintenance of rooms, facilities, and documents	A. Alba, MS Miraflor, Ecleo, J.P. Caintic	4	4	100%	5	5	5	5.00	Work includes maintenance of office cleanliness, receiving/releasing of documents, filing of documents, and maintenance of equipment
	PI 2: Number of office documents evaluated and acted upon on time	A. Alba, MS Miraflor, J.P. Caintic	3500	5,134	147%	5	5	5	5.00	
	PI 3: Number of offices and units directly supervised, monitored and coordinated	R. Patindol	19	19	100%	5	5	5	5.00	
	PI 4: Number of major university committees chaired and coordinated	R. Patindol, J. Ecleo, MS Miraflor	8	8	100%	5	5	5	5.00	Disposal, BAC, PMT, Tree Management, NAPB, Admin. Scholarship, C N A. CHED-ISA

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	PI 5: Number of administrative meetings conducted for effective management and implementation of offices and projects	R. Patindol, MS Miraflor	40	86	215%	5	5	5	5.00	
	PI 6: Number of major university committees meetings conducted to effectively coordinate and implement plans	R. Patindol, MS Miraflor	20	39	195%	5	5	5	5.00	
	PI 7: Number of Financial Management System monitored and maintained	R. Patindol, MS Miraflor	4	4	100%	5	5	5	5.00	
	PI 8: Efficient & customer-friendly frontline service	R. Patindol, J. Ecleo, A. Alba Jr., MS Miraflor, TL Dargantes, J.P. Caintic	Zero Complaint	Zero Complaint	-	5	5	5	5.00	
VPAF MFO 2: Human Resource Management and Development	PI 1 Percentage of Quality Management System on HR related processes aligned with ISO Standards	R. Patindol, L. Cano, T. Quinanola, A. Sevilla	100%	100%	100%	5	5	5	5.00	
	PI 2: Number of PRIME-HRM areas ready for assessment for Level 2 reaccredited maturity status by CSC	R. Patindol, L. Cano, T. Quinanola, A. Sevilla, OP, OVPI	4 areas: RSP, PMS, L&D and R&D	4 areas: RSP, PMS, L&D and R&D	100%	5	5	5	5.00	All documents are on display at the HR Accreditation Center
	PI 3: Compliance to ARTA Report Card Survey facilitated	R. Patindol, L. Cano, T. Quinanola	2 ARTA & Customer Service Re-orientation conducted	2 ARTA & Customer Service Re-orientation conducted & passed the Report Card Survey	100%	5	5	5	5.00	

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	PI 5. No. Personnel Development Management related services monitored	R. Patindol, L. Cano	6 in-house trainings/HR interventions conducted 300 participants attended	9 in-house trainings/HR interventions conduted 197 participants attended	150%	5	5	5	5.00	
	PI 6. Number of Faculty Evaluation Services supervised & monitored	R. Patindol, L. Cano, T. Quinanola	10 Faculty & 30 Subjects	10 Faculty & 30 Subjects	100%	5	5	5	5.00	
	PI7. Number of faculty pursuing advanced research degree program (PhD & MS) monitored	R. Patindol, L. Cano, T. Quinanola	65 PhD, 43 MS	101 PhD, 58 MS	147%	5	5	5	5.00	
	PI.8 Number of Human Resource Management Services monitored	R. Patindol, L. Cano, T. Quinanola, A. Sevilla	6 HR Systems	6 HR Systems	100%	5	5	5	5.00	
	PI 9. Number of new accreditation/archival documents gathered and displayed at Archives Center	R. Patindol, L. Cano, A. Sevilla	5 new display materials	11 new display materials	220%	5	5	5	5.00	
VPAF MFO 3: Financial Services and Management	PI 1: Percentage of Budget Utilization (Obligations BUR) coordinated and achieved based on approved budget	R. Patindol, L. Ampac, MS Pancito	90%	35% for GF & 52% for STF	97%	5	5	5	5.00	
	PI 2: No. of budget proposals on the use of income reviewed, endorsed and approved by BOR	R. Patindol, L. Ampac, MS Pancito	9	11 Budget Proposals approved by BOR	122%	5	5	5	5.00	
	PI 3. Number of Accounting-related services reviewed, coordinated and monitored	R. Patindol, L. Ampac, E. Esguerra	10,650	12,870 of documents processed & released	121%	5	5	5	5.00	
	PI 4. Percentage of Disbursement coordinated and achieved based on Obligations	R. Patindol, L. Ampac, C. Nuevo	90%	90%	100%	5	5	5	5.00	


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VPAF MFO 4: Physical Facilities Development and Maintenance	PI 1. Number of new major infrastructure projects supervised and regular repairs and maintenance implemented and monitored	R. Patindol, M.L. Valenzona	12	15	125%	5	5	5	5.00	
	PI 2. Number of power and electrical services and maintenance monitored	R. Patindol, M.L. Valenzona, A. Encierto	477	578	121%	5	5	4	4.67	
	PI 3. Number of heavy equipment and light vehicle repaired and maintenance services monitored	R. Patindol, M.L. Valenzona, M Burlas, R. Sanico	2,690	2,934	109%	5	5	5	5.00	
	PI 4. Number of new water lines installed and water lines repairs monitored	R. Patindol, M.L. Valenzona, M Burlas,	132	219	166%	5	5	5	5.00	
	PI 5. Number of landscapes for new buildings and landscapes of existing areas maintenance monitored	R. Patindol, M.L. Valenzona, M. Baliad	15	15	100%	5	5	4	4.67	
	PI 6. A Volume (in cu.m.) of garbage collected, disposed and monitored	R. Patindol, M.L. Valenzona, M. Baliad	3,000	3,000	100%	5	5	4	4.67	
	PI 7. Number of instrumentation, computers, cooling units, and laboratory facilities repaired, maintained, and monitored	R. Patindol, M.L. Valenzona, L. Ramos	143	218	152%	5	5	4	4.67	
VPAF MFO 5: University Health Services and Management	PI 1. Number of patients provided with Clinical Services monitored	R. Patindol, E.J. Yu	5,890	7,757	132%	5	5	5	5.00	
	PI 2. Number of students and other customers provided with Dental Services monitored	R. Patindol, E.J. Yu, M. Buzon	2,380	3,352	141%	5	5	5	5.00	
	PI 3. Number of Health Promotion/Wellness Activities coordinated and monitored	R. Patindol, E.J. Yu	4	5	125%	5	5	5	5.00	
VPAF MFO 6: Procurement Services and Management	PI 1. Number of Procurement Activities facilitated and monitored	R. Patindol, A. Flores	4,285	5,091	119%	5	5	5	5.00	


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VPAF MFO 7: Property Management	PI 1. Number of SME received, recorded, distributed and monitored	R. Patindol, A. Flores	36,200	53,880	149%	5	5	5	5.00	
	PI 2. Number of Physical Inventory for SME, Buildings, & Properties coordinated and monitored	R. Patindol, A. Flores	1	1	100%	5	5	5	5.00	
	PI 3. Number of waste materials & unserviceable properties disposal reviewed and monitored	R. Patindol, A. Flores	3,000	6,000	200%	5	5	5	5.00	
	PI 4. Number of Fuel Procurement and Dispensing checked and monitored	R. Patindol, A. Flores	1,176	1,336	114%	5	5	5	5.00	
VPAF MFO 8: Security Services and Management	PI 1. Number of Security personnel implementing security measures in campus monitored	R. Patindol, C. Gumaod	60	60	100%	5	5	4	4.67	
VPAF MFO 9: Network Infrastructure Development and Maintenance	PI 1. Number of network installation, repair and maintenace monitored	R. Patindol, S. Villagonzalo	28	31	111%	5	5	4	4.67	
	PI 2. Number of computer/server and equipment repairs/maintenance monitored	R. Patindol, S. Villagonzalo	21	21	100%	5	5	4	4.67	
	PI 3. Number of technical assistance monitored	R. Patindol, S. Villagonzalo	210	199	95%	5	5	5	5.00	
	PI 4. Number of data back-up monitored	R. Patindol, S. Villagonzalo	120	125	104%	5	5	5	5.00	
VPAF MFO 10: VSU-Cebu Operation and Management	PI 1: Number of procurement activities facilitated and monitored	R. Patindol, N. Pacada	1,245	2,060	165%	5	5	4	4.67	
	PI 2: No. of Lodging Accomodation Services checked and monitored	R. Patindol, N. Pacada	460	599		4	5	5	4.67	
VPAF MFO 11: Innovations & Best Practices	PI 1: No. of new HR systems design developed	R. Patindol, Dargantes, TM	6	6	100%	5	5	5	5.00	HR Systems
	PI 2: No. of management systems updated and monitored	R. Patindol, Dargantes, TM, Ecleo, J	3	3	100%	5	5	5	5.00	BAOM Systems (Budget, Accounting, Cash)

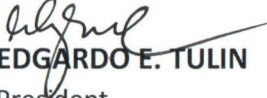
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	PI 3: No. of office circulars and notices of meetings sent thru Internet Protocol (IP) Messaging, Workplace, text and calls	R. Patindol, Dargantes, Miraflor, MR	20	20	100%	5	5	5	5.00	
Total Over-all Rating									222.00	
Average Rating									4.93	
Adjectival Rating						OUTSTANDING				

Received by:

LILIBETH VICTORIA V.PAGALAN
Planning Office
Date: _____

Calibrated by:

REMBERTO A. PATINDOL
PMT

Recommending Approval:

REMBERTO A. PATINDOL
Vice President

Approved:

EDGARDO E. TULIN
President
