

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **LEGARIO B. RAMOS** Head of the **INSTRUMENTATION LABORATORY FACILITIES MAINTENANCE UNIT (ILFMU)** 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 - June 2019


LEGARIO B. RAMOS
Ratee

Noted:


MARIO LILIO VALENZONA
Director, GSD

OVPRGEA

Personnel Composition	Position Title/Designation	Number	
Unit Head	Admin. Officer IV-Unit Head	1	
Regular staff	Adm. Aide IV	1	
Casual Staff	Admin. Aide IV Computer Technician	1	
	Sub-TOTAL	3	
Job Order	Admin. Aide 1	2	Rating Equivalents:
			5 - Outstanding
			4 - Very Satisfactory
			3 - Satisfactory
	Sub Total	2	2 - Fair
	TOTAL	5	1 - Poor



UMFO6- General Administration Support Services
OVPAF-MFO4, Physical Facilities Development and Maintenance
GSD, MFO4, Water and Sewerage Maintenance

MFOs/PAPS	Success Indicators	Persons Responsible	Target	Actual Accomplishment	% as of June 30	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
ILFMU-MFOI- Physical Facilities Development and Maintenance	PI 1. Number of cooling facilities maintaind	L.B. Ramos C. Borela, 2 J.Os	40	45	112.50%	5	5	4	4.667	repaired
	PI 2. Number of IT equipemt maintaind	L.B.. Ramos, R. Dosdos	20	25	125.00%	5	4	4	4.333	repaired
	PI 3. Number of multimedia equipment repaired	L.B. Ramos C. Borela, 2 J.Os	30	34	113.33%	5	4	4	4.333	repaired
	PI 4. Number of laboratory equipment maintained Scientific and None Scientific		35	40	114.29%	5	5	4	4.667	repaired

	PI 4. Number of research Laboratory facilities maintained (Tissue culture)		35	40	114.29%	5	4	4	4.333	repaired
ILFMU-MFO2- Record Keeping/documentation of equipment status	PI 6. Number of equipment documented/recorded	L.B.. Ramos, R. Dosdos	50	60	120.00%	5	5	4	4.667	repaired
ILFMU-MFO3-Inspection of Lab equipment and supplies	PI 7. Number of laboratory supplies inspected	L.B. Ramos C. Borela	100	110	110.00%	5	5	4	4.667	repaired
	PI 8. Number of laboratory equipment inspected		20	30	150%	5	5	4	4.667	repaired
ILFMU-MFO4-Make justification/certification of equipment repairable and beyond econmic restoration	PI 9. Number of justification made	L.B. Ramos C. Borela, 2 J.Os	35	40	114.29%	5	5	4	4.667	acted
ILFMU-MFO5-Cleaning of parking lot of admin building and traveler's CR.	PI 10. Number of days in cleaning the parking lot of admin building and traveler's comfort rooms.	2 Job Orders	3	5	166.00%	5	5	5	5	acted
ILFMU-MFO6-Extension Services	PI 11. Number of GSIS Client Assited: VSU Staff & Outsiders	L. B. Ramos, R. Dosdos	45	50	111.11%	5	5	5	5	Assisted
ILFMU-MFO7- Advance and Higher Education Services.	Student with IT problem	L.B. Ramos	15	30	200%	5	4	4	4.333	Assisted
	Student with Thesis		15	25	116.67%	5	4	4	4.333	Assisted

Received

by: _____



Planning Office

Date: _____

Calibrated by: _____


REMBERTO A. PATINDOL

PMT

Date: _____

Recommending Approval: _____


MARIO LILIO VALENZONA

Director, GSD

Date _____

Approved by: _____


EDGARDO E. TULIN

President

Date _____

1 - Quality

2- Efficiency

3 - Timeliness

4 - Average

5.00

4.15

4.59