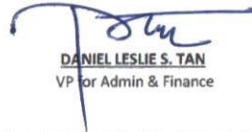


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **Sean O. Villagonzalo**, Head of the Information & Communications Technology Management Center (ICTMC) 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, 2023.


SEAN O. VILLAGONZALO
 Unit Head

Recommending Approval:


DANIEL LESLIE S. TAN
 VP for Admin & Finance

Personal Composition	Position Title/ Designation	Number
Head	Engineer III/Director	1
Casual	Programmer I / Network Administrator	1
	Network/ Computer Technician	1
Sub-Total		3
Job Order	Clerk/ dDRC/ Messenger	1
	Carpenter/ Cabler	1
	Electrician/ Cabler	1
	Welder/ Fabricator	1
	Laborer/ Utility/ Asst Cabler	2
Sub- Total		6
GRAND TOTAL		9

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



MFO/ PAPs	Success Indicator	Persons Responsible	Target	Actual Accomplishment	Q1	E2	T3	A4	Remarks
Support to Operations (STO)									
ICTMC STO1: Administrative and Support Service Management	PI 1. Administrative office documents acted within time frame	SO Villagonzalo, NOVillas, MLCabras	45%	45%	5	5	5	5.00	
	PI 2. Efficient & Costumer friendly frontline services	MLCabras, NOVillas ICTMC Staff	zero complaint	zero complaint	5	5	5	5.00	
ICTMC STO2: Installation, repair, maintenance, fabrication, setup and configuration of network devices and ISP's connection.	PI 1. Network Cabling, installation repair and maintenance	NOVillas, JGGoday, MLBangcales, CCGONATO, ICTMC cabling Team	40% of job request	45%	5	5	4	4.67	
	PI 2. WIFI Installation, repair and maintenance		45% of Job Request	45%	5	5	4	4.67	
	PI 3. Biometric Machine installation, repair and maintenance	NOVillas, JGGoday, MLBangcales, CCGONATO, ICTMC cabling Team	40% of bad biometric repaired	45%	5	5	4	4.67	
	PI 4. CCTV System	NOVillas, JGGoday, CCGonato, MLBangcales	45 % of connected CCTV	45%	5	5	5	5.00	
	PI 5. VOIP Phones installation, repair and maintenance	NOVillas, JGGoday, MLBangcales, CCGONATO, ICTMC cabling Team	45% of bad IP Phones repaired	45%	5	5	4	4.67	
	PI 6. Network Switch Installation	NOVillas, JGGoday, MLBangcales, CCGONATO, ICTMC cabling Team	48% of bad IP Phones repaired	50%	5	5	5	5.00	
	PI 7. Computer & peripherals repair (hardware/software)	NOVillas, JGGoday, MLBangcales,	40% of job request	45%	5	5	4	4.67	
	PI 8. IDF's and data cabinet installation, repair and maintenance.	NOVillas, JGGoday, MLBangcales, CCGONATO, ICTMC cabling Team	45% functional	50%	5	5	5	5.00	
	PI 9. Improve Internet connection bandwidth and reliability	NOVillas, SO Villagonzalo, JGGoday, MLCabras	45% reliability	40%	5	4	4	4.33	FVAT deduction frequently forgotten causing internet service interruption


	PI 10. UPS, setup and installation	JGGodoy, Mbongcales, Cgonato & ICTMC cabling team	45% installed as planned	50%	5	5	5	5.00	
	PI 11. Fabrication of CCTV poles and mounting bracket	ICTMC Cabling Team	45 % installed and erected as planned	50%	5	5	4	4.67	
	PI 12. Patch Panel Installation	JGGodoy, Mbongcales, Cgonato & ICTMC cabling team	45% installed as planned	50%	5	5	5	5.00	
	PI 13. Instant Messaging System	NOVillas, JGGodoy, ICTMC TEAM	45% availability	50%	5	5	5	5.00	
	PI 14. Generator and ATS system maintenance	MLCabras	45% availability	50%	5	5	5	5.00	
General Administration and Support Services (GASS)									
ICTMC GASS 1: MIS: VSU System development, management repair and maintenance and Account Management.	PI 1. Cumulus: One student registration	NOVillas, MIS Team	45% of enrolled students	50%	5	5	5	5.00	
	PI 2. Cumulus One teacher registration	NOVillas, MIS Team	48% teachers & professors	50%	5	5	5	5.00	
	PI 3. CumulusOne Development: Rectifying errors/bugs and development of new feature	NOVillas, MIS Team	45% of reported bugs rectified and released to production and as agreed to specification of feature.	45%	5	5	5	5.00	
	PI 4. Fully online enrollment system	NOVillas, MIS Team	45% of students is using	50%	5	5	5	5.00	
	PI 5. HRIS: eDATS	NOVillas, MIS Team	50% of faculty, permanent & casual	50%	5	5	5	5.00	
	PI 6. HRIS: SPPMIS	NOVillas, MIS Team	50% of faculty, permanent & casual	50%	5	5	5	5.00	
	PI 7. E-mail system maintenance	NOVillas, Web Team	50% of faculty & staff requesting	50%	5	5	5	5.00	
	PI 8. HRIS: RSP	NOVillas, MIS Team	50% of online applicants registered in Jobs Portal	50%	5	5	5	5.00	
	PI 9. HRIS Development: Rectifying errors/bugs and Development of new features.	NOVillas, MIS Team	45% of reported bugs rectified and released to production	50%	5	5	5	5.00	
	PI 10. Admissions App: College Admission Test	NOVillas, MIS Team	45% of CAT applicants registered	50%	5	5	5	5.00	
	PI 11. Databases system maintenance and Backup	NOVillas	150 days backup of IS DBs	155 days	5	5	5	5.00	
ICTMC GASS 2: Efficient and Reliable ICT training related services	PI 1. Teacher Portal System	NOVillas, MIS Team	50% of teachers	50%	5	5	5	5.00	
	PI 2. Student Portal System	NOVillas, MIS Team	40% of student "during orientation	45%	5	5	5	5.00	
	PI 3. HRIS System	NOVillas, MIS Team	40% of faculty and staff during scheduled training/orientation	45%	5	5	5	5.00	
	PI 4. Admissions App/CAT portal	NOVillas, MIS Team	40% of admissions personnel, Exam proctors and validators	45%	5	5	5	5.00	
	PI 5. DTR System training & commissioning	NOVillas, MIS Team	45% of clerk	45%	5	5	4	4.67	
ICTMC GASS 3: Efficient and	PI 1. Firewall Management (Tier 1)	NOVillas	45% functional	45%	5	5	5	5.00	
ICTMC GASS 4: INNOVATION	PI 1. VOIP Phone services fully operational	NOVillas, JGGodoy SOVillagonzalo, ICTMC technical team	48% operational	50%	5	5	5	5.00	
ICTMC GASS 5 : COVID-19 Prevention	PI 1. Regular disinfection of ICTMC office	ICTMC Staff	40% weekly	45%	5	5	4	4.67	

ICTMC GASS 6: VSUEE System Management & maintenance. Facilitation of online streaming activities.	PI 1. Development of VSU Learning Management System or the VSU E-learning Environment (https://elearning.vsu.edu.ph) in partnership with the Department of Computer Science and Technology.	NOVillas, MIS Team	50%	50%	5	5	5	5.00	
	PI 2. Facilitate Online Student On-boarding Livestreaming in partnership with UIMC	NOVillas, ICTMC Technical Team	50%	50%	5	5	5	5.00	
ICTMC GASS 7: Connectivity Management, repair and maintenance. Building auxiliary design, planning and implementation	PI 1. Connecting monitoring Main Campus 9PLDT/GLOBE); Tolosa, Alang-alang, Isabel connectivity (GLOBE)	SOVillagonzalo, NOVillas, JGGoday, MLCabras, ICTMC Technical Team	45%	45%	5	5	4	4.67	
	PI 2. Percentage of dormitories connected to VSU network	SOVillagonzalo, NOVillas, ICTMC Technical Team	10%	45%	5	5	5	5.00	
	PI 3. Auxiliary plan integrated in building plan	SOVillagonzalo, ICTMC Technical Team	40% Building Plans Provided	50%	5	5	5	5.00	
Total Over-all Rating								196.33	
Average Rating								4.91	
Adjectival Rating					Outstanding				


Received by:


TONI MARK L. DARGANTES
 Planning Office

Calibrated:


DANIEL LESLIE S. TAN
 PMT Chairman

Recommending Approval:


DANIEL LESLIE S. TAN
 Vice President

Approved:


EDGARDO E. TULIN
 President

1. Quality
2. Efficiency
3. Timeliness
4. Average