


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 to December, 2017.


 MARLON G. BURLAS
 Head, HELVMU
 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	2,000	2,079	5	5	5	5.00	. HELVMU Office	
PI 2: No. of documents and job requests receive, recorded	E. Dargantes	500	520	5	4	4	4.33	. HELVMU Office	
PI 3: No. of spare parts & lubricants record on stock cards	E. Dargantes	200	245	5	4	4	4.33	. HELVMU Office	
PI 4: No. of doors and windows opened No. of buildings/surroundings cleaned & maintained No. of rooms repaired & maintain	R. M. Sanico; M. Estrosas & JO's	40	43	5	5	5	5.00	. HELVMU Office & motorpool bldg	
PI 5: No. of motor spare parts, lubricants & waste materials inspected	R. M. Sanco	700	750	5	4	4	4.33	. Office & department concern	
PI 6: No. of Christmas Characters repaired; fabricated	R. M. Sanico & JO's	40	45	5	5	5	5.00	. HELVMU Shop	

HELVMU MFO 2. Ground Improvement (New Construction, etc.)								
P2 1: No. of grounds (sites) filled-up, scraped, cleared and improved	R. M. Sanico; B. Castanas; 2JO's	10	10	5	5	5	5.00	. Sepak Takraw court; Geodetic Engr. Bld., DFST bldg.; Labra Cottage; Climate change bldg., Spill Way (Animal Sci.); Const of VSU Perimeter Fence)
P2 2: No. of areas maintained	R. M. Sanico; 4 JO's	5	6	5	5	5	5.00	. 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; & 4JO's	5	6	5	5	5	5.00	. Nangka & Mabolo Drive; Calbiga-a & Pangasugan; Expt'l. area; Beach & Highway area
P3 2: NO. of perimeter fence/gates fabricated & maintained	N. Manla; 3 JO's	4	5	5	5	4	4.67	. 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	R. M. Sanico; B. Castastanas; 2 JO's	9	9	5	4	4	4.33	. PhilRootscrops; NCRC; DPBG; DSS; Eco-FARMI; DAS; DOH; Lac. High Sch. PCC
P4 2: No. of hauling/trips based on job request	B. Castanas; & 4JO's	200	250	5	5	5	5.00	. Research Center; Different 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; 2JO's	10	15	5	5	4	4.67	. Jitney Passenger (3 units); Isuzu Elf 350; & 250; Mit. Pajero; Hi-Ace (Tolosa); DH-100); Ford Tractor
P5 2: No. of under chassis repair, welding & servicing	A. Armada; R. Muana; C. Albiso; E. Orendain; M. Estrosas; 2 JO's	12	15	5	5	5	5.00	. Heavy and Light Vehicles repaired; and mantaned: light vehicles (13units); Trucks & Buses (10units); heavy and Farm Equipment (13units)


P5 3: No. of engine tune up; electrical repair & servicing	R. Muana; C. Albiso; R. Oracion; A. Armada; 1JO	70	75	5	5	5	5.00	. 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	6	6	5	5	5	5.00	
P5 5: No. of engine overhauling/changing	A. Armada; R. Muana; E. Orendain; 1JO	5	6	5	5	5	5.00	
P5 6: No. of motor rewinding & electrical repair	R. Oracion	36	40	5	5	5	5.00	. Heavy & light vehicles repaired and maintained these includes other departments
P5 7: No. of spare parts machining & fabrication	V. Meliton	68	80	5	5	5	5.00	. These include other dept. vehicles/eqpt. Repaired & serviced by HELVMU.
P5 8: No. of repainting of vehicles & equipment	3 JO's	5	7	5	5	5	5.00	. Jitney Passenger (3 units); Toyota Hi-Ace(Tolosa); isuzu Elf 250; Ford Tractor; Backhoe
P5 9: No. of tire change & vulcanize	M. Estrosas; 1JO	260	265	5	5	5	5.00	. Based on job requests; all GSD vehicles & farm equipment
P5 10: No. of steering (Power/Manual) & hydraulic pump repair	A. Armada; R. Muana; 1JO	1	5	8	5	5	6.00	. Bus 36; Fire truck; Backhoe; Jeep(2); Tractor (2); Dumpt Truck (2); L-200
P5 11: No. of shop services based on job requests		40	45	5	5	5	5.00	. Job Requests/Job order

HELVMU MFO 6. Operation and maintenance of vehicle


P6 1: No. of trips served	Marlon G. Burtas; I. Laplana; N. Rabanos; C. Cutamora; A. Borneo; Charlito Rabanos; Nony Piad, Jr.; A. Banayag; N. Quimco	1225	1248	5	5	4	4.67	. GSD assigned vehicles including other department
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P6 2: No. of vehicles & farm equipment maintained	A. Armada; R. Muana; C. Albiso; N. Manla; E. Orendain; M. Estrosas, 3 JO's	36	36	5	5	5	5.00	Light veh. (13 units); Trucks & Buses (10units); Heavy & Farm eqpt. (13 units); these also include other dept. vehicles/eqpt. Repaired & serviced by HELVMU
HELVMU MFO 7. Frontline Services								
PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	90	95	5.0	5.0	5.0	5.00	HELVMU Office
Best practices/new initiatives								
							127.33	
				0.00	0.00	0.00	4.90	

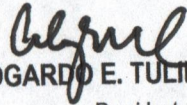
Calibrated by:


REMBERTO A. PATINDOL
 Chairman, PMT
 Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
 Vice Pres. for Admin. & Finance
 Date: _____

Approved:


EDGARDO E. TULIN, Ph.D.
 President
 Date: _____