


OPR 3013
3/5


MAR 06 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 January to June, 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 | 1,870 | 1,900 | 5 | 5 | 5 | 5.00 | HELVMU Office | |
| PI 2: No. of documents and job requests receive, recorded | E. Dargantes | 400 | 410 | 5 | 4 | 3 | 4.00 | HELVMU Office | |
| PI 3: No. of spare parts & lubricants record on stock cards | E. Dargantes | 330 | 338 | 5 | 4 | 3 | 4.00 | HELVMU Office | |
| PI 4: Documents Filing | E. Dargantes | 200 | 210 | 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 | 40 | 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 . 3 JO's | 8 | 8 | 5 | 5 | 5 | 5.00 | . Garbage area; Agronomy; VSU Gym area; New Library; Garden show area; Supply & Gasoline Station area; ATI; PCC area |
| P2 2: No. of areas maintained | . B. Castans; 4 JO's | 5 | 6 | 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 | 5 | 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 |
| P3 3: No. of irrigation & drainage canals maintained | 3 JO's | 6 | 6 | 5 | 4 | 4 | 4.33 | . Nangka & Mabolo Drive; Calbiga-a & Pangasugan; experimental areas; Beach & Highway area |

HELVMU MFO 4. Land Preparation (Research Related)

| | | | | | | | | |
|---|---|-----|-----|---|---|---|------|--|
| P4 1: No. of land areas prepared based on Job Request | . B. Castanas . J. Caballero . 2 JO's | 9 | 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 . 3 JO's | 160 | 200 | 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 | 3 | 3 | 5 | 4 | 4 | 4.33 | . Isuzu Elf 350; Rosa Bus 02; Toyota Land Cruiser (Blue) |
| P5 2: No. of under chassis repair, welding & servicing | A. Armada; R. Muana; C. Albiso; E. Orendain; 2 JO's | 36 | 36 | 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 | 8 | 13 | 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 | 4 | 5 | 5 | 5 | 5 | 5.00 | . Hi-Ace (Tolosa); Land Cruiser (White); Ford Tractor; PESMU; WSSMU Jeep |
| P5 5: No. of engine overhauling/changing | A. Armada; R. Muana; E. Orendain; 1 JO | 4% | 4 | 5 | 4 | 4 | 4.33 | . T-Land Cruiser; Hi-Ace; PESMU; WSSMU Jeep |
| P5 6: No. of motor rewinding & electrical repair | R. Oracion | 130 | 135 | 5 | 4 | 4 | 4.33 | . Heavy & Light Vehicles repaired and maintained; include other departments |
| P5 7: No. of spare parts machining & fabrication | V. Meliton | 9 | 10 | 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 | 2 | 3 | 5 | 4 | 4 | 4.33 | . Rosa Bus 02; T-Land Cruiser(Blue); Isuzu Elf 250 |
| P5 9: No. of tire change & vulcanize | 1JO | 90 | 95 | 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 | 2 | 3 | 5 | 4 | 3 | 4.00 | Backhoe; Payloader; Tractor |
| P5 11: No. of shop services based on job requests | | 50 | 70 | 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 | 1230 | 1238 | 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 | 90% | 100% | 5 | 5 | 4 | 4.67 | |
| Best practices/new initiatives | | | | | | | | |
| Total Over-all Rating | | | | | | | 111.00 | |
| Average Rating | | | | 0.00 | 0.00 | 0.00 | 4.44 | |
| Adjectival Rating | | | | Very Satisfactory | | | | |


Received by:

Planning Office
Date: _____


Calibrated by:


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

Recommending Approval:


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

Approved:


EDGARDO E. TULIN
President
Date: _____