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"Exhibit A"

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, Legario B. Ramos, ILFMU In charge 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.


LEGARIO B. RAMOS
Head of Unit

Recommending Approval:


REMBERTO A. PATINDOL
Vice President for Administration & Finance

Personal Composition	Position Title/ Designation	Number
Head	Admin Officer IV	1
Regular Admin Staff	Admin Aide VI	1
Casual Staff	Admin Aide VI	1
	Sub-Total	3
Job Order	Utility	2
	Painter/ Welder	2
	Electronic Technician	1
	Aircon tech	1
	Sub-Total	6
	GRAND TOTAL	9

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

MFO No.	MFO Description	Success Indicators	Persons Responsible	Target	Actual Accomplished	Percentage of Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	
UMFO 6	General Administration and Support Services (GASS)										
VPAF MFO 4: Physical Facilities Development and Maintenance											
ILFMU MFO 1	Instrumentation and Laboratory Facilities Maintenance	PI 1. Number of cooling facilities maintained	L.B. Ramos, C. Borela,D. Varela,R. Dolosa	70	131	100%(repair/installation)	5	5	5	5.00	
		PI 2. Number of IT equipment maintained	L.B. Ramos,R. Dosdos,F. Alberio	50	64	100%(hardware/software)	5	5	5	5.00	


		PI 3. Number of multimedia equipment repaired	L.B. Ramos, F. Alberio	4	7	100% restored audio/video/projecti on	5	5	5	5.00	
		PI 4. Number of laboratory equipment maintained	L.B. Ramos	15	17	100%restored	5	5	4	4.67	
		a. None scientific	L.B. Ramos, C. Borela	15	24	100%restored	5	5	5	5.00	
		b. Scienctific	L.B. Ramos, C. Borela,	2	5	100%restored	5	5	4	4.67	
		PI 5. Number of research Laboratory facilities maintained (Tissue culture)	L.B. Ramos, C. Borela,D. Varela,R. Dolosa	2	2	100%	5	5	4	4.67	
ILFMU MFO 2	Record keeping/Documentation of equipment status	PI 6. Number of equipment documented/recorded	L.B. Ramos, F.Alberio	150	177	100%	5	5	4	4.67	
ILFMU MFO 3	Inspection of lab equipment and supplies	PI 7. Number of laboratory supplies inspected	L.B. Ramos	500	1,022	100%	5	5	5	5.00	
		PI 8. Number of laboratory equipment inspected	L.B. Ramos	30	55	100%	5	5	5	5.00	
ILFMU MFO 4	Make justification/certification of equipment repairable and beyond economic restoration	PI 9. Number of justification made	L.B. Ramos, R. Dosdos	5 units	12 units	100%	5	5	5	5.00	
ILFMU MFO 5	Cleaning of parking lot of admin building and traveler's comfort rooms	PI 10. Number of days in cleaning the parking lot of admin building and traveler's comfort rooms	L.B. Ramos, & ILFMU JO's	110	128	100%	5	5	5	5.00	

ILFMU MFO 6	Extension services	PI 11. Number of GSIS Client assisted : 1.Outsiders	L.B. Ramos, R. Dosdos	100	157	100% served	5	5	5	5.00	
		2.VSU Staff	L.B. Ramos, R. Dosdos	100	323	100% served	5	5	5	5.00	
ILFMU MFO 7	Advance and Higher Education Services	Student with IT problem	L.B. Ramos, R. Dosdos	6	13	100% served	5	5	5	5.00	
		Student with thesis	L.B. Ramos, R. Dosdos	3	8	100%served	5	5	5	5.00	
	Total Over-all Rating										
	Average Rating									4.92	
	Adjectival Rating									Outstanding	


Received by:

Planning Office
Date: _____


Calibarated by:


REMBERTO A. PATINDOL
Chairman, PMT
Date: _____

Recommending Approval:


REMBERTO A. PATINDOL
Vice President
Date: _____

Approved:


EDGARDO E. TULIN
University President
Date: _____

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