


"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 July to december 2017.

  
**LEGARIO B. RAMOS**  
 Head of Unit

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
 Vice President for Administration & Finance

Approved:

  
**EDGARDO E. TULIN**  
 President

Personal Composition	Position Title/ Designation	Number
Head	Admin Officer IV	1
Regular Admin Staff	Admin Aide VI	1
Casual Staff	Admin Aide VI	1
	<b>Sub-Total</b>	3
Job Order	Utility	2
	Painter/ Welder	2
	Electronic Technician	1
	<b>Sub-Total</b>	5
	<b>GRAND TOTAL</b>	8

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 <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>UMFO 6</b>	<b>General Administration and Support Services (GASS)</b>										
<b>VPAF MFO 4: Physical Facilities Development and Maintenance</b>											
<b>ILFMU MFO 1</b>	<b>Instrumentation and Laboratory Facilities Maintenance</b>	<b>PI 1.</b> Number of cooling facilities maintained	L.B. Ramos, C. Borela, D. Varela, R. Dolosa	70	73	100%(repair/installation)	5	5	4	4.67	
		<b>PI 2.</b> Number of IT equipment maintained	L.B. Ramos, R. Dosdos, F. Alberio	50	116	100%(hardware/software)	5	5	5	5.00	

		PI 3. Number of multimedia equipment repaired	L.B. Ramos, F. Alberio	4	5	100% restored audio/video/projecti on	5	5	4	4.67	
		PI 4. Number of laboratory equipment maintained	L.B. Ramos	5	7	100%restored	5	5	4	4.67	
		a. None scientific	L.B. Ramos, C. Borela	10	13	100%restored	5	5	4	4.67	
		b. Scienctific	L.B. Ramos, C. Borela,	2	2	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	1,232	100%	5	5	5	5.00	
		PI 8. Number of laboratory equipment inspected	L.B. Ramos	30	61	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	9 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	5	7	100% served	5	5	4	4.67	
		Student with thesis	L.B. Ramos, R. Dosdos	3	4	100% served	5	5	5	5.00	
	Total Over-all Rating										
	Average Rating		4.83								
	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**  
President  
Date: \_\_\_\_\_

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