OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **Sean O. Villagonzalo**, Head of the University Connectivity Center 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, 2019**.

Personal Composition	Position Title/Designation	Number
Head	Radio Engineer	1
Casual	Programmer/Network Administrator	1
	Network/Computer Technician	1
	Sub-Total	3
Job Order	Clerk	1
	Electrician	1
	Laborer/Utility	1
	Sub-Total	3
	GRAND TOTAL	6

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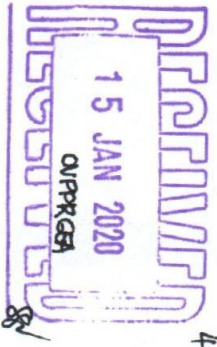2- Fair
1- Poor

SEAN O. VILLAGONZALO
Dept/Unit Head

Recommending Approval:

REMBERTO A. PATINDOL
VP for Administration & Finance

Approved:

EDGARDO E. TULIN
University President

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MFOs/PAPs	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
UMFO6: GENERAL ADMINISTRATION AND SUPPORT SERVICES									
VPAF MFO6: NETWORKING INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE									
MFO 1: Network Installation, repair and maintenance	Number of VOIP Phones installed in Main, satellite campuses, VMO & VCO offices	NOVillas, JGGodoy, CCgonato, MLCabras, MLOBongcales, SOVillagonzalo	30	31	5	4	4	4.33	
	Number of AP Installed	SOVillagonzalo	30	26	4	4	3	3.66	
	Number of LAN repair request served		15	23	5	5	5	5	
	Number of power protection system installed		6	6	5	4	4	4.33	
	Number of preventive maintenance activities		3	5	4	4	4	4	
MFO2: Computer and Equipment repairs	Number of request for computer and equipment repair	NOVillas, JGGodoy, MLCabras, SOVilagonzalo	12	15	5	5	4	4.67	
	Number of technical assistance via Phone/ Mobile phone	NOVillas, JGGodoy, SOVilagonzalo	12	19	5	4	5.	4.67	
MFO3: Technical Assistance	Number of technical assistance via instant messaging/ email/ slack	NOVillas, JGGodoy, SOVilagonzalo	40	45	4	4	4	4	

MFO	Indicator	Personnel						
	Number of technical assistance for walk-in clients	NOVillas, JGGodoy, SOVilagonzalo	12	16	5	5	4	4.67
	Number of A/V and live streaming assistance	NOVillas, JGGodoy, CCgonato, MLOBongcales	4	5	4	4	4	4
	Number of faculty & staff user account appended	NOVillas, JGGodoy, SOVilagonzalo	30	40	5	4	4	4.33
MFO4: Server installation, repair & maintenance	Number of server services installed, configured, updated, maintained, repaired and appended	NOVillas	9	14	5	5	5	5
MFO5: Network & services monitored	Number of services monitored including satellite campuses	NOVillas, JGGodoy, SOVilagonzalo	1	2	5	4	5	4.67
MFO6: Data Backup	Number of system back-up (database, web, etc.)	NOVillas	120	147	5	5	5	5
MFO7: VSU Cabling installation	Number of workstation/ VOIP/ Cameras/ Switches connected	JGGodoy, CCgonato, MLCabras, MLOBongcales	2	9	5	5	5	5
	Number of system revision, repair and maintenance	NOVillas	1	3	5	4	4	4.67
	Number of system updating for firewall & intrusion prevention	NOVillas	10	15	5	5	4	4.67
MFO8: Cumulus One Maintenance	Number of student account appended	NOVillas	500	540	5	5	5	5
	Number of faculty account registered of re-validate	NOVillas	30	50	5	5	5	5

MFO9: VSU Domain & email server	Number of DNS address appended	NOVillas	5	8	4	4	4
HRMIS Project Support	Number of Meetings & system evaluation conducted	NOVillas, JGGodoy, SOVilagonzalo	6	7	4	4	4
Total Over-all Rating							94.67
Average Rating			4.7	4.51			4.51
Adjectival Rating							Very Satisfactory

1 – quality

2 – Efficiency

3 – Timeliness

4 – Average

Received by:

DILBERTO O. FERRAREN

Planning Office

Date: _____

Calibrated by:

REMBERTO A. PATINDOL

PMT Chair

Date: _____

Recommending Approval:

REMBERTO A. PATINDOL

Vice President

Date: _____

Approved by:

EDGARDO E. TULIN

President

Date: _____