


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **Remberto A. Patindol**, Vice President for Administration and Finance, commits to deliver and agree to be rated on the attainment of the following targets the indicated in accordance with measures for the period July to December, 2018.


REMBERTO A. PATINDOL
Head of the Unit

Approved:


EDGARDO E. TULIN
President

Personnel Composition	Position Title/Designation	Number
Head	VP of Admin and Finance	1
Staff: Regular Admin Saff	Information Systems Analyst 1	1
	Administrative Assistant VI	1
	Administrative Officer II	1
	Administrative Aide I	1
Job Order Staff	Administrative Aide III	2
GRAND TOTAL		7

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

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of Dec. 31	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO6: General Administrative and Support Services (GASS)										
VPAF MFO 1: Administrative and Support Services Management	PI 1. Number of clients/personnel supervised for efficient office management	AB Alba, MS Miraflor, JC Ecleo, TML Dargantes, MY Tanjay, JR Lumbre	800	1,198	150%	5	5	5	5.00	
	PI 2. Number of office documents evaluated and acted upon on time	RA Patindol, MS Miraflor, JR Lumbre	2000	4,365	218%	5	5	5	5.00	
	PI 3. Number of offices and units directly supervised, monitored and coordinated	RA Patindol	19	19	100%	5	5	5	5.00	
	PI 4. Number of major university committees chaired and coordinated	RA Patindol, JC Ecleo, MS Miraflor	7	7	100%	5	5	5	5.00	BAC, NAPB, PMT, Disposal Admin. Scholarship, Tree Management, C N A, CHED ISA
	PI 5. Number of administrative meetings conducted for effective management and implementation of offices and projects	R. Patindol, MS Miraflor	20	22	110%	5	5	5	5.00	

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	PI 6. Number of major university committees meetings conducted to effectively coordinate and implement plans	R. Patindol, MS Miraflor	30	64	213%	5	5	5	5.00	
	PI 7. Number of offices roomsa and facilities maintained	R. Patindol, AB Alba	5	5	100%	5	5	5	5.00	
	PI 8. Efficient & customer-friendly frontline service	RA Patindol, AB Alba, MS Miraflor, JC Ecleo, TML Dargantes, MY Tanjay, JR Lumbre	Zero Complaint	Zero Complaint	100%	5	5	5	5.00	
VPAF MFO 2: Human Resource Management and Development	PI 1. Compliance of existing HRM Policies & Practices with PRIME-HRM Standards	RA Patindol, LB Cano, TL Quinanola	Level II Maturity Status	Level II Maturity Status	100%	5	5	5	5.00	
	PI 2. Compliance of HRM Practices to ISO 9001:2015 standards	RA Patindol, LB Cano, TL Quinanola	100% of required Work Instructions V 2.0 in place and in use	100% of work instructions revised, finalized and implemented	100%	5	5	5	5.00	
	PI 3. Percentage of CSC Validation of Approved appointments	RA Patindol, LB Cano, TL Quinanola	100%	zero invalidation	100%	5	5	5	5.00	
	PI 4. Efficient Database/Records Management compliant to ISO standards	RA Patindol, LB Cano, AM Sevilla	100% database system installed and 20% permanent records uploaded	3 systesm (1 ODAHRD 50% uploaded; 1 PRPEO 25% uploaded; 1 Records 20% records uploaded)	100%	5	5	5	5.00	
VPAF MFO 3: Financial Services and Management	PI 1. Effective and responsive annual budget prepared and submitted within allowable period	RA Patindol, DFerraren, ODF, OP Budget Officers (Main & External), College Deans, GSD	100% submission	100% submission	100%	5	5	5	5.00	
	PI 2. Efficient Budget Utilization of funds within prescribed time	RA Patindol, LC Ampac, MS Pancito	100% of budget utilized and obligated	95% of budget utilized and obligated	95%	4	5	5	4.67	
	PI 3. Efficient and effective disbursement of funds within prescribed time and in accordance with DBM/COA and other rules & regulations	RA Patindol, LC Ampac, CU Nuevo, ES Esguerra, AMFlores, External Campus Deans	100% of NCA disbursed	97% of NCA disbursed	97%	4	5	5	4.67	

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	PI 4. Timely & error-free financial and budgetary reports	RA Patindol, LC Ampac, MS Pancito, ES Esguerra, CU Nuevo, External Campus Deans	20 budgetary reports submitted on time, error free	26 budgetary reports submitted on time, error free	130%	5	5	5	5.00	
	PI 5. Efficient and effective collection services	RA Patindol, LC Ampac, CU Nuevo	100%	100% receipted and deposited	100%	5	5	5	5.00	
VPAF MFO 4: Physical Facilities Development and Maintenance	PI 1. Efficient and timely response to any requests for services on repair and maintenance on physical facilities	RA Patindol, MLP Valenzona	75% effective and efficient response to any request for services	112%	149%	5	5	4	4.67	
	PI 2. Effective implementation of new and existing infrastructure projects in accordance with approved time frame and standards	RA Patindol, MLP Valenzona	90% Project completion based on approved budget	150%	167%	5	5	4	4.67	
	PI 3. Effective fleet repair and preventive maintenance operations	RA Patindol, MLP Valenzona, MG Burlas	80% operational and good running condition of service fleet	123%	154%	5	5	4	4.67	
	PI 4. Effective repair and preventive maintenance operations of electrical facilities and equipment	RA Patindol, MLP Valenzona, A Encierto	80% maintained and functional electrical supply	121%	151%	5	5	4	4.67	
	PI 5. Effective repair and preventive maintenance operations on plumbing and sewerage systems	RA Patindol, MLP Valenzona, MG Burlas	75% sustainable water & sewerage system	144%	192%	5	5	4	4.67	
	PI 6. Efficient and regular collection and proper disposal of garbage	RA Patindol, MLP Valenzona, M. Baliad	80% waste collected and disposed	120%	150%	5	5	4	4.67	
	PI 7. Well-maintained campus beautification and landscape	RA Patindol, MLP Valenzona, M. Baliad	80% maintained grounds and landscape	100%	125%	5	5	4	4.67	
	PI 8. Efficient repair, preventive maintenance and calibration of laboratory facilities and equipment	RA Patindol, MLP Valenzona, L. Ramos	80% functional and operational based on standards	100%	125%	5	5	4	4.67	
VPAF MFO 5: University Health Services and Management	PI 1. Efficient and effective primary health care services	RA Patindol, EJV Yu, M. Buzon	100% of patient seen and examined within 10 mins	100%	100%	5	5	5	5.00	

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	PI 2. Effective and sustained health and wellness promotion activities	RA Patindol, EJV Yu	2 health and wellness activity per month	100%	100%	5	5	5	5.00	
	PI 3. Effective and sustained environmental health and sanitation services	RA Patindol, EJV Yu	1 Preventive environmental health and sanitation service every 6 months	2 Preventive environmental health and sanitation service every 6 months	200%	5	5	5	5.00	
VPAF MFO 6: Procurement & BAC Secretariat Services	PI 1. Percentage of goods, infrastructure and services as reflected in the approved APP procured in accordance with RA 9184 and its IRR	RA Patindol, AM Flores	100%	100%	100%	5	5	4	4.67	
VPAF MFO 7: Project Management & Implementation Services	PI 1. Effective monitoring and implementation of contracts and purchase orders	RA Patindol, AM Flores	100%	100%	100%	5	5	5	5.00	
	PI 2. Percentage of billings and vouchers for payment of delivered goods, services and infrastructure processed	RA Patindol, AM Flores	100%	100%	100%	5	5	5	5.00	
VPAF MFO 8: Supply & Property Management Services	PI 1. Percentage of supplies, materials and equipment received, stored and distributed to end-users within one week from delivery	RA Patindol, AM Flores	100%	100%	100%	5	5	5	5.00	
	PI 2. Regular and efficient conduct of inventory of Supplies, Materials and Equipment	RA Patindol, AM Flores	1 Physical inventory/sem for SME's and PPE's	1	100%	5	5	4	4.67	
	PI 3. Percentage of waste materials and unserviceable properties disposed within prescribed time	RA Patindol, AM Flores	200	250	125%	5	5	4	4.67	
	PI 4. Percentage availability of fuel & lubricants and dispensing upon request	RA Patindol, AM Flores	1000	1958	196%	5	5	5	5.00	
VPAF MFO 9: Security and Safety Management Services	PI 1. Effective security services in protecting life and property within the campus	RA Patindol, C. Gumaod	72	87	121%	4	5	5	4.67	
	PI 2. Proactive and responsive disaster and risk reduction management	RA Patindol, C. Gumaod	12	20	167%	5	5	5	5.00	

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VPAF MFO 10: Network Infrastructure Development and Maintenance	PI 1. Efficient and effective information management system	RA Patindol, SU Villagonzalo	100%	100%	100%	5	5	5	5.00	
	PI 2. Reliable network connection and services	RA Patindol, SU Villagonzalo	100%	100%	100%	5	5	5	5.00	
	PI 3. Efficient and wider coverage of multimedia services	RA Patindol, SU Villagonzalo	100%	100%	100%	5	5	5	5.00	
	PI 4. Efficient and reliable ICT training related service	RA Patindol, SU Villagonzalo	100%	100%	100%	4	5	5	4.67	
	PI 5. Efficient and reliable Data Privacy and ICT policy services	RA Patindol, SU Villagonzalo	100%	100%	100%	4	5	5	4.67	
VPAF MFO 11: VSU-Cebu Operation and Management	PI 1. Efficient, timely and effective procurement support services	RA Patindol, N. Pacada	100%	100%	100%	5	4	4	4.33	
	PI 2. Efficient and customer friendly lodging and liaisoning services	RA Patindol, N. Pacada	100%	133%	133%	4	5	5	4.67	
VPAF MFO 12: Innovations & Best Practices	PI 1. Number of new systems developed and implemented	RA Patindol, TML Dargantes	1 HRMIS Systems	100%	100%	5	5	5	5.00	
	PI 2. Number of Financial Management Systems monitored and maintained	R. Patindol, MS Miraflor	4	4	100%	5	5	5	5.00	
	PI 3. Number of operations manuals prepared, developed and approved	RA Patindol, TML Dargantes	10	12	120%	5	5	5	5.00	
	PI 4. Number of innovative and revised policies prepared and finally approved	RA Patindol, TML Dargantes, MS Miraflor	2	3	150%	5	5	5	5.00	
	Total Over-all Rating								233.67	
Average Rating									4.87	
Adjectival Rating						OUTSTANDING				

Received by:

Calibrated by:

Recommending Approval:

Approved:

DALISAY F. ANDRES
Planning Office

REMBERTO A. PATINDOL
PMT Chairman

REMBERTO A. PATINDOL
Vice President for Admin. & Finance

EDGARDO E. TULIN
President

Date: _____
