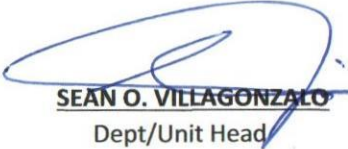# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

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I, **Sean O. Villagonzalo**, Head of the **Information & Communications Technology Management Center (ICTMC)** 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, 2022.

SEAN O. VILLAGONZALO
Dept/Unit Head

DANIEL LESLIE S. TAN
VP for Admin. & Finance

Personal Composit	Posotion 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

	Success Indicators	Unit/Persons Responsible	Target	Actual Accomplishment	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
P1. Administrative and Support Service Management	Administrative office documents acted within time frame	SOVillagonzalo, NOVillas, MLCabras	45%	45%	5	5	5	5.00	
	Efficient & Costumer friendly frontline services	MLCabras, NOVillas ICTMC Staff	Zero Complaint	zero complaint	5	4	5	4.67	
P2. Physical repair and maintenance	Department with VOIP Phones	NOVillas, JGGodoy, CCgonato, MLCabras, MLOBongcales, SOVillagonzalo	40% of bad IP Phones repaired	40%	5	5	4	4.67	
	Offices with biometric system	NOVillas,JGGodoy, CCGonato,MLCabras, MLOBongcales	40% of deffective biometric repaired	40%	4	5	4	4.33	Pending due to policy & COVID-19
	Installation, repair and maintenance of AP	NOVillas,JGGodoy, CCGonato,MLCabras, MLOBongcales	40% of deffective AP repaired	40%	5	5	5	5.00	
	Installation, repair and maintenance of Data Cabinet including IDF & MDF	NOVillas,JGGodoy, CCGonato,MLCabras, MLOBongcales	40% of deffective Data Cabinet repaired	40%	5	5	4	4.67	
	Electrical installation, repair and maintenance	NOVillas,JGGodoy, CCGonato,MLCabras, MLOBongcales	40% of deffective electrical system repaired	40%	5	5	4	4.67	

	Internet connection	NOVillas, JGGodoy, MLOBongcales, CCGonato	45% reliability	45%	5	5	5	5.00	
	Installation, repair and maintenance of network cabling (Copper, fiber optic and wireless)	NOVillas, JGGodoy, MLBongcales, CCGONATO	40% of job request	40%	5	5	5	5.00	Refers to Job Request -Network plan implementation
	Installation and repair of Computer & peripherals (UPS, Printer and peripherals)	NOVillas, SOVillagonzalo, JGGodoy	40% of job request	40%	5	5	4	4.67	Refers to Job Request
	IDF's and Generator preventive maintenance	MLCabras, CCGonato, MLBongcales	50% as scheduled	50%	5	5	4	4.67	Refers to logbook for PMS
P3. Account Management, Repair and Maintenance	Cumulus One student registration	NOVillas, MIS Team	50% of enrolled students	50%	5	5	5	5.00	
	Cumulus One teacher registration	NOVillas, MIS Team	50% teachers & professors	50%	5	5	5	5.00	
	Biometric System	NOVillas, JGGodoy, CCGonato, MLBongcales, MIS Team	50% of faculty, permanent & casual	50%	5	5	5	5.00	
	VOIP System	NOVillas,JGGodoy, CCGonato, MLOBongcales	50% of connected VOIP	50%	5	5	4	4.67	
	CCTV System	NOVillas,JGGodoy, CCGonato, MLBongcales	50 % of connected CCTV	50%	5	5	5	5.00	

	E-mail system maintenance	*NOVillas, Web Team*	50% of faculty & staff requesting	50%	5	5	5	5.00	
P4. Efficient and Reliable ICT training related services	Teacher Portal System	*NOVillas, MIS Team*	50% of teachers	50%	5	5	5	5.00	
	Student Portal System	*NOVillas, MIS Team*	40% of student "during orientation"	40%	5	5	5	5.00	
P5. Efficient and reliable Data Privacy	Firewall Management (Tier 1)	*NOVillas*	45% functional	45%	5	5	5	5.00	
P6. Innovation	HRMIS Development	*NOVillas, MIS Team*	45% functional	45%	5	5	5	5.00	
	VOIP Phone Status System	*NOVillas, ICTMC Technical Team*	40% functional	45%	5	5	5	5.00	
P7. COVID-19 Prevention	Regular disinfection of ICTMC office	*ICTMC Staff*	40% weekly	45%	4	5	4	4.33	
	Fully online enrollment system	*NOVillas, MIS Team*	50%	50%	5	5	5	5.00	
	Development of VSU Learning Management System or the VSU E-learning Environment (https://elearning.vsu.edu.ph) in partnership with the Department of Computer Science and Technology.	*NOVillas, MIS Team*	50%	50%	5	5	5	5.00	

P8. System Development, enhancement, debugging, maintenance and training	Facilitate Online Student On-boarding Livestreaming in partnership with UIMC	*NOVillas, ICTMC Technical Team*	50%	50%	5	5	5	5.00	
	DTR System training & commisioning	*NOVillas, MIS Team*	50% of clerk	50%	5	5	5	5.00	
	Cumulus One development, enhancement, debugging and maintenance	*NOVillas, MIS Team*	40%	40%	5	5	5	5.00	
	HRMIS Development, enhancement, debugging and maintenance	*NOVillas, MIS Team*	45% functional	45%	5	5	5	5.00	
P9. Network Infrastructure establishment, BIM and Internet connectivity	Number of AP, VOIP per component campuses	*SOVillagonzalo, NOVillas, ICTMC Technical Team*	40%	40%	5	5	5	5.00	
	Connecting monitoring Main Campus 9PLDT/GLOBE); Tolosa, Alang-alang, Isabel connectivity (GLOBE)	*SOVillagonzalo, NOVillas, ICTMC Technical Team*	49.80%	50%	5	5	4	4.67	
	Percentage of dormitories connected to VSU network	*SOVillagonzalo,NOVillas, ICTMC Technical Team*	10%	10%	4	4	4	4.00	Already Bid
	LAN Integrated Building Plan	*SOVillagonzalo, NOVillas, ICTMC Technical Team*	15% Building Plans Provided	15%	4	5	4	4.33	
Total Over-all Rating								154.67	
Average Rating								4.83	
Adjectival Rating								Very Satisfactory	

Received by:

TONI MARC L. DARGANTES
Planning Office

Calibrated by:

DANIEL LESLIE S. TAN
Chairman, PMT

JUL 2 2 2022

Approved by:

EDGARDO E. TULIN
President

1 – quality
2 – Efficiency
3 – Timeliness
4 – Average