



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 - December, 2020.


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	Administrative Officer II	1
	Administrative Aide I	1
Job Order Staff	Administrative Aide III	3
GRAND TOTAL		6

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

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO5: Support to Operations (STO)										
VPAF STO1: ISO 9001:2015 aligned documents	PI 1. Number of quality procedures prepared/revised	RA Patindol, all Office/Unit Heads	15 quality procedures prepared and submitted	27 QPs prepared and submitted	180%	5	5	5	5.00	
	PI 2. Number of required mandatory operations manuals prepared and submitted	RA Patindol, all Office/Unit Heads	5 operations manual prepared and submitted	5 operations manual prepared and submitted	100%	5	5	5	5.00	
VPAF STO2: Freedom of Information (FOI) aligned compliance and reporting requirements	PI 1. Percentage compliance of reporting requirements in accordance with FOI Manual requirements	RA Patindol, LB Cano/ODHRM/OHRA	100% submission /posting of the 3 required reports: FOI Inventory/Registry & FOI Summary	100% submitted reports	100%	5	5	5	5.00	
VPAF STO3: ARTA aligned compliance and reporting requirements	PI 1. Percentage of external clients served and rated the service at least very satisfactory or higher	RA Patindol, MS Mirafior, DP Jayme	80% external clients served and rated at least very satisfactory or higher	100% external clients served and rated at least very satisfactory or higher	125%	5	5	5	5.00	
VPAF STO4: Innovations & Best Practices	PI 1. Number of new systems developed and implemented	RA Patindol, LB Cano/ODHRM/OHRA	6	6	100%	5	5	5	5.00	HR Info Systems

OVPAF: gathering of reports, Posting and submission to FOI agency

visitor's logbook

125

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	PI 4. Percentage operationalization of HRMIS on RSP	RA Patindol, ODAHRD, Web Team, DCST, UCC	80% operationalized	100% operationalized	125%	5	5	5	5.00	Target of full operation is CY 2021 - Biometrics implementation was temporarily suspended due to CoVID
UMFO6: General Administrative and Support Services										
VPAF GASS 1: Administrative and Support Services Management	PI 1. Percentage of clients/personnel supervised for efficient office management and maintenance of rooms, facilities and documents	AB Alba, MS Miraflor, DP Jayme	100% clients/personnel supervised for efficient office	100% clients/personnel supervised for efficient office	100%	5	5	5	5.00	Maintenance of office cleanliness, receiving/releasing of documents, filing of documents, and maintenance of eqpt
	PI 1. Percentage of administrative services and financial/administrative documents acted within time frame	AB Alba, MS Miraflor, DP Jayme	100% admin services acted within time frame	100% admin services acted within time frame	100%	5	5	5	5.00	
	PI 3. Number of linkages with external agencies maintained	RA Patindol, MS Miraflor, Office/Unit Heads	20 external linkages	20 external linkages	100%	5	5	5	5.00	DBM, CHED, AO25 IATF, PASUC, CSC, COA, PhilGEPS, GSIS, BFP, GPPB, HDMF, BoT, NEDA, Senate, Congress, DOH, PNP, NAP, NPC, PCOO
	PI 3. Number of offices and units directly supervised, monitored and coordinated	RA Patindol, MS Miraflor	19 offices	19	100%	5	5	5	5.00	
	PI 4. Number of major university committees chaired and coordinated	RA Patindol	7 committees chaired and coordinated	7	100%	5	5	5	5.00	NAPB, PMT, VASC, Disposal, EO-MCC (CNA), Tree Mgt., Safety & Health Comm.
	PI 5. Number of administrative meetings conducted for effective management and implementation of offices and projects	R. Patindol, MS Miraflor	5	5	100%	5	5	5	5.00	

ok

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	PI 6. Number of major university committees meetings conducted to effectively coordinate and implement plans	R. Patindol, MS Mirafior	50	56	112%	5	5	5	5.00	
	PI 8. Efficient & customer-friendly frontline service	RA Patindol, OVPAF Staff	Zero Complaint	Zero Complaint	100%	5	5	5	5.00	
VPAF GASS 2: Human Resource Management and Development	PI 1. Compliance of existing HRM Policies & Practices with PRIME-HRM Standards	RA Patindol, LB Cano, HV Colis, Offices under ODHRM	75% of required evidences for RSP level 3 prepared and submitted	100%	100%	5	5	5	5.00	
	PI 2. Compliance of HRM Practices to ISO 9001:2015 standards	RA Patindol, LB Cano, HV Colis, Offices under ODHRM	100% processes implemented according to QP	100%	100%	5	5	5	5.00	
	PI 3. Percentage of CSC Validation of Approved appointments	RA Patindol, LB Cano, HV Colis, Offices under ODHRM	100% compliance	100% complied	100%	5	5	5	5.00	
	PI 4. Efficient Database/Records Management compliant to ISO standards	RA Patindol, LB Cano, MS Mirafior	100% database system installed and 90% permanent records uploaded	100%	100%	5	5	5	5.00	
	PI 3. Efficient and effective disbursement of funds within prescribed time and in accordance with DBM/COA and other rules & regulations	RA Patindol, LB Cano, MS Mirafior	500 approved payrolls 3000 approved vouchers	600 approved payrolls 6,684 approved vouchers	120%	5	5	5	5.00	Payrolls
	PI 5. Efficient and effective collection services	RA Patindol, LB Cano, MS Mirafior	2,500 official receipts issued; 150 deposits	6,463 official receipts issued; 2,007 deposits	100%	5	5	5	5.00	
VPAF GASS 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	80% available in Deember 31, 2020	50% annual budget prepared and submitted		5	5	5	5.00	

Number

120

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	PI 2. Efficient Budget Utilization of funds within prescribed time	RA Patindol, LC Ampac, MS Pancito	100% for GF and STF and 80% of budget utilized and obligated	42% for GF, 33% for STF and 55% for IGP of budget utilized and obligated	43%	5	5	5	5.00	GF, STF, IGP
	PI 4. Timely & error-free financial and budgetary reports	RA Patindol, LC Ampac, MS Pancito, ES Esguerra, Satellite Campus, Budget Officers and Bookkeepers	100% budgetary accountability reports submitted on time, error free	115% budgetary accountability reports submitted on time, error free	115%	5	5	5	5.00	
VPAF GASS 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, MG Burlas	100%	100% services rendered	100%	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, MG Burlas	100% of well-monitored and implemented projects	100% of well-monitored and implemented projects	100%	5	5	4	4.67	
	PI 3. Effective fleet repair and preventive maintenance operations	RA Patindol, MLP Valenzona, MG Burlas, RM Sanico	100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works	100%	5	5	4	4.67	
	PI 4. Effective repair and preventive maintenance operations of electrical facilities and equipment	RA Patindol, MLP Valenzona, MG Burlas	100% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenance Works	100%	5	5	4	4.67	
	PI 5. Effective repair and preventive maintenance operations on plumbing and sewerage systems	RA Patindol, MLP Valenzona, MG Burlas	100%	100%	100%	5	5	4	4.67	
	PI 6. Efficient and regular collection and proper disposal of garbage	RA Patindol, MLP Valenzona, MG Burlas, R Troyo	100% waste collected and disposed	100% waste collected and disposed	100%	5	5	5	5.00	
	PI 7. Well-maintained campus beautification and landscape	RA Patindol, MLP Valenzona, MG Burlas, R Troyo	100% scheduled well-maintained areas in the campus	100% scheduled well-maintained areas in the campus	100%	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	PI 8. Efficient repair, preventive maintenance and calibration of laboratory facilities and equipment	RA Patindol, MLP Valenzona, MG Burlas, LB Ramos	100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works	100%	5	4	4	4.33	
VPAF GASS 5: University Health Services and Management	PI 1. Efficient and effective primary health care services	RA Patindol, EJV Yu, M. Buzon, MS Guinocor	100%	100%	100%	5	5	5	5.00	
	PI 2. Effective and sustained health and wellness promotion activities	RA Patindol, EJV Yu, MS Guinocor, Nurse Staff	1 for each quarter (dorm to dorm) 1 per semester (health forum)	0	0%				0.00	Non-compliance due to COVID-19
	PI 3. Effective and sustained environmental health and sanitation services	RA Patindol, EJV Yu, MS Guinocor, Nurse Staff	1 per semester for each facility	2 per semester for each facility	200%	5	5	5	5.00	
VPAF GASS 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% updating of APP	100% APP updated	100%	5	5	5	5.00	Updated APP as of Sep 2020 submitted to GPPB
VPAF GASS 7: Project Management & Implementation Services	PI 1. Effective monitoring and implementation of contracts and purchase orders	RA Patindol, AM Flores	100%	172%	172%	5	5	5	5.00	includes POs from public bidding & alternative modes
	PI 2. Percentage of billings and vouchers for payment of delivered goods, services and infrastructure processed	RA Patindol, AM Flores	100%	117%	117%	5	5	5	5.00	all vouchers prepared including refunds
VPAF GASS 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%	104%	5	5	4	4.67	
	PI 2. Regular and efficient conduct of inventory of Supplies, Materials and Equipment	RA Patindol, AM Flores	100%	100%	100%	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	PI 3. Percentage of waste materials and unserviceable properties disposed within prescribed time	RA Patindol, AM Flores	100%	100%	147%	5	5	5	5.00	
	PI 4. Percentage availability of fuel & lubricants and dispensing upon request	RA Patindol, AM Flores	100%	100%	135%	5	5	5	5.00	
VPAF GASS 9: Security and Safety Management Services	PI 1. Effective security services in protecting life and property within the campus	RA Patindol, DP Lina, JV Jumamoy, VS Canada	85%	85%	100%	5	5	5	5.00	
VPAF GASS 10: Network Infrastructure Development and Maintenance	PI 1. Efficient and effective information management system	RA Patindol, SU Villagonzalo, NO Villas	50%	60%	120%	5	5	5	5.00	
	PI 2. Reliable network connection and services	RA Patindol, SU Villagonzalo, NO Villas	50%	60%	120%	5	5	5	5.00	
	PI 3. Efficient and wider coverage of multimedia services	RA Patindol, SU Villagonzalo, NO Villas	50%	60%	120%	5	5	5	5.00	
	PI 4. Efficient and reliable ICT training related service	RA Patindol, SU Villagonzalo, NO Villas	50%	60%	120%	5	5	5	5.00	
	PI 5. Efficient and reliable Data Privacy and ICT policy services	RA Patindol, SU Villagonzalo	50%	50%	100%	5	5	5	5.00	
VPAF GASS 11: VSU-Cebu Operation and Management	PI 1. Efficient, timely and effective procurement support services	RA Patindol, N. Pacada	100%	100%	100%	5	5	5	5.00	
	PI 2. Efficient and customer friendly lodging and liaisoning services	RA Patindol, N. Pacada	100%		0%				0.00	Barely no guest because of COVID-19
VPAF GASS 12: Budget Utilization Rate (BUR)	PI 1: Efficient Budget Utilization of funds within prescribed time	RAPatindol, LC Ampac, Budget Office	100% of budget utilized and obligated	42% budget utilized and obligated as of Dec. 28, 2020 obligation	42%	5	5	4	4.67	General Fund

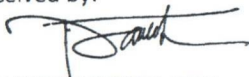
MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
	PI 2: Efficient and effective disbursement of funds within prescribed time and in accordance with DBM/COA and other rules and regulations (Cashiering Services)	RAPatindol, LC Ampac, Budget Office	100 % of NCA disbursed	78% of NCA disbursed	78%	5	5	4	4.67	
VPAF GASS 13: Compliance of Public Financial Management (PFM) reporting requirements of the COA and DBM	PI 1: Percentage of monthly, quarterly and year-end financial reports prepared, consolidated, approved and submitted to COA/DBM within mandated time for all funds error free	RAPatindo, LC Ampac, MS Pancito, ES Esguerra, Satellite Campus Budget Officers and Bookkeepers	26 budgetary accountability reports submitted on time, error free & 23 other reports	26 budgetary accountability reports submitted	100%	5	5	5	5.00	
VPAF GASS 14: Procurement Process and Monitoring Management	PI 1. Prepared APP from consolidated Project Procurement Mgmt. Plan (PPMP) by office/projects and submitted	RA Patindol, MS Miraflor, JC Ecleo, AM Flores, End-users	100% updating of APP	100% APP updated	100%	5	5	5	5.00	Updated APP as of Sep 2020 submitted to GPPB
	PI 2: Prepared APCPI for all procurement activities and submitted to GPPB within prescribed period	RA Patindol, JC Ecleo, AM Flores, End-users	80% of all procurement activities	100%	100%	5	5	4	4.67	
VPAF GASS 15: PhilGEPS Posting including Early Procurement of Goods and Services	PI 1: Compliance to PhilGEPS Posting within prescribed period	RA Patindol, BAC Members, BAC Secretariat, End-users	100% posting as required	100%	100%	5	5	5	5.00	
Total Over-all Rating									261.33	
Average Rating									4.75	
Adjectival Rating						OUTSTANDING				

Received by:


Calibrated by:

Recommending Approval:

Approved:


DANIEL LESLIE S. TAN
 Director, Planning &
 Monitoring
FEB 22 2021


REMBERTO A. PATINDOL
 PMT Chairman


REMBERTO A. PATINDOL
 Vice President for Admin. & Finance


EDGARDO E. TULINO
 President