


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

4

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 January to June, 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	Administrative Officer II	1
	Information Systems Analyst I	1
	Administrative Assistant VI	1
Casual Staff	Administrative Aide I	1
Job Order Staff	Administrative Aide III	2
Sub-TOTAL		6
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	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO6: General Administrative and Support Services									
VPAF MFO 1: Administrative and Support Services Management	PI 1: Number of office personnel supervised for efficient office management and maintenance of rooms, facilities, and documents	A. Alba, MS Mirafior, TM Dargantes, JCEcleo, JB Lumbre, M Tanjay	6	6	5	5	5	5.00	Work includes maintenance of office cleanliness, receiving/releasing of documents, filing of documents, and maintenance of equipment
	PI 2: Number of office documents evaluated and acted upon on time	A. Alba, MS Mirafior, JB Lumbre	3500	6,573	5	5	5	5.00	
	PI 3: Number of offices and units directly supervised, monitored and coordinated	R. Patindol	19	19	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 4: Number of major university committees chaired and coordinated	R. Patindol, J. Ecleo, MS Miraflor	7	7	5	5	5	5.00	Disposal, BAC, PMT, Tree Management, NAPB, Admin. Scholarship, C N A
	PI 5: Number of administrative meetings conducted for effective management and implementation of offices and projects	R. Patindol, MS Miraflor	90	135	5	5	5	5.00	
	PI 6: Number of major university committees meetings conducted to effectively coordinate and implement plans	R. Patindol, MS Miraflor	4	5	5	5	5	5.00	
	PI 7: Number of Financial Management System monitored and maintained.	R. Patindol, MS Miraflor	4	4	5	5	5	5.00	
	PI 8: Efficient & customer-friendly frontline service	R. Patindol, J. Ecleo, A. Alba Jr., MS Miraflor, TL Dargantes, J.P. Caintic	Zero Complaint	Zero Complaint	5	5	5	5.00	
VPAF MFO 2: Human Resource Management and Development	PI 1 Percentage of Quality Management System on HR related processes aligned with ISO Standards	R. Patindol, L. Cano, T. Quinanola, A. Sevilla	100%	100%	5	5	5	5.00	
	PI 2: Compliance to Level 2 accreditation under PRIME HRM of CSC facilitated	R. Patindol, L. Cano, T. Quinanola, A. Sevilla		2 areas awarded level 2 maturity status by CSC	5	5	5	5.00	All documents are on display at the HR Accreditation Center
	PI 3: Compliance to ARTA Report Card Survey facilitated	R. Patindol, L. Cano, T. Quinanola	2 ARTA & Customer Service Re-orientation conducted	2 ARTA & Customer Service Re-orientation conducted & passed the Report Card Survey	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 4. Compliance to CSC HAP facilitated	R. Patindol, L. Cano	3 Bookbound HAP nominations submitted to CSC	4 Bookbound nomination submitted to CSC	5	5	5	5.00	
	PI 5. No. Personnel Development Management related services monitored	R. Patindol, L. Cano	6 in-house trainings/HR interventions conducted 300 participants attended	9 in-house trainings/HR interventions conducted 197 participants attended	5	5	5	5.00	
	PI 6. Number of Faculty Evaluation Services supervised & monitored	R. Patindol, L. Cano, T. Quinanola	10 Faculty & 30 Subjects	13 Faculty & 35 Subjects	5	5	5	5.00	
	PI 7. Number of faculty pursuing advanced research degree program (PhD & MS) monitored	R. Patindol, L. Cano, T. Quinanola	65 PhD, 43 MS	77 PhD, 1 Sabbatical Leave, 35 MS	5	5	5	5.00	
	PI 8 Number of Human Resource Management Services monitored	R. Patindol, L. Cano, T. Quinanola, A. Sevilla	3 HR Systems	5 HR systems (Revised Criteria & Instrument in Rating Teaching Applicants; Disseminating Quality Policy & Objectives for Posting; Revised Citizens Charter for Enrolment; Implemented Customer Survey Form; Proposed VSU branding for recruitment)	5	5	5	5.00	
	PI 9. Number of Recording and Archiving Services supervised and monitored	R. Patindol, L. Cano, A. Sevilla	3 paintings, 4 for binding; 3 certificates framed	3 paintings fr Lingkod Bayan Awardees, 8 archival docs gathered./bound	5	5	5	5.00	
VPAF MFO 3: Financial Services and Management	PI 1: Percentage of Budget Utilization (Obligations BUR) coordinated and achieved based on approved budget	R. Patindol, L. Ampac, MS Pancito	90%	42% for GF & 38% for STF	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 2: No. of budget proposals on the use of income reviewed, endorsed and approved by BOR	R. Patindol, L. Ampac, MS Pancito	9	12 budget proposals current & 4 PY approved by BOR	5	5	5	5.00	
	PI 3: Number of Accounting-related services reviewed, coordinated and monitored	R. Patindol, L. Ampac, E. Esguerra	8,974	9,391 of documents processed & released	5	5	5	5.00	
	PI 4: Percentage of Disbursement coordinated and achieved based on Obligations	R. Patindol, L. Ampac, C. Nuevo	90%	41%	5	5	4	4.67	
VPAF MFO 4: Physical Facilities Development and Maintenance	PI 1: Number of new major infrastructure projects supervised and regular repairs and maintenance implemented and monitored	R. Patindol, M.L. Valenzona	19	27	5	5	5	5.00	
	PI 2: Number of power and electrical services and maintenance monitored	R. Patindol, M.L. Valenzona, A. Encierto	544	672	5	4	4	4.33	
	PI 3: Number of heavy equipment and light vehicle repaired and maintenance services monitored	R. Patindol, M.L. Valenzona, M Burlas, R. Sanico	2,991	3,385	5	5	5	5.00	
	PI 4: Number of new water lines installed and water lines repairs monitored	R. Patindol, M.L. Valenzona, M Burlas,	132	321	5	5	5	5.00	
	PI 5: Number of landscapes for new buildings and landscapes of existing areas maintenance monitored	R. Patindol, M.L. Valenzona, M. Baliad	15	16	5	5	4	4.67	
	PI 6: A Volume (in cu.m.) of garbage collected, disposed and monitored	R. Patindol, M.L. Valenzona, M. Baliad	6,000	6,000	5	5	4	4.67	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	<u>PI 7.</u> Number of instrumentation, computers, cooling units, and laboratory facilities repaired, maintained, and monitored	R. Patindol, M.L. Valenzona, L. Ramos	158	250	5	5	5	5.00	
VPAF MFO 5: University Health Services and Management	<u>PI 1.</u> Number of patients provided with Clinical Services monitored	R. Patindol, E.J. Yu	6,500	8,270	5	5	5	5.00	
	<u>PI 2.</u> Number of students and other customers provided with Dental Services monitored	R. Patindol, E.J. Yu, M. Buzon	3,050	3,352	5	5	5	5.00	
	<u>PI 3.</u> Number of Health Promotion/Wellness Activities coordinated and monitored	R. Patindol, E.J. Yu	4	5	5	5	5	5.00	
VPAF MFO 6: Procurement Services and Management	<u>PI 1.</u> Number of Procurement Activities facilitated and monitored	R. Patindol, A. Flores	5,000	6,483	5	5	4	4.67	
VPAF MFO 7: Property Management	<u>PI 1.</u> Number of SME received, recorded, distributed and monitored	R. Patindol, A. Flores	40,000	45,000	5	5	5	5.00	
	<u>PI 2.</u> Number of Physical Inventory for SME, Buildings, & Properties coordinated and monitored	R. Patindol, A. Flores	1	3	5	5	5	5.00	
	<u>PI 3.</u> Number of waste materials & unserviceable properties disposal reviewed and monitored	R. Patindol, A. Flores	3,000	3,435	5	5	5	5.00	
	<u>PI 4.</u> Number of Fuel Procurement and Dispensing checked and monitored	R. Patindol, A. Flores	1,000	1,600	5	5	5	5.00	
VPAF MFO 8: Security Services and Management	<u>PI 1.</u> Number of Security personnel implementing security measures in campus monitored	R. Patindol, C. Gumaod	39	39	5	5	5	5.00	
VPAF MFO 9: Network Infrastructure Development and Maintenance	<u>PI 1.</u> Number of network installation, repair and maintenance monitored	R. Patindol, S. Villagonzalo	28	31	5	5	4	4.67	
	<u>PI 2.</u> Number of computer/server and equipment repairs/maintenance monitored	R. Patindol, S. Villagonzalo	21	21	5	5	4	4.67	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI 3. Number of technical assistance monitored	R. Patindol, S. Villagonzalo	210	199	5	5	5	5.00	
	PI 4. Number of data back-up monitored	R. Patindol, S. Villagonzalo	120	125	5	5	5	5.00	
VPAF MFO 10: VSU-Cebu Operation and Management	PI 1: Number of procurement activities facilitated and monitored	R. Patindol, N. Pacada	1,050	1,195	5	5	4	4.67	
	PI 2: No. of Lodging Accomodation Services checked and monitored	R. Patindol, N. Pacada	350	429	4	4	5	4.33	
Total Over-all Rating								211.33	
Average Rating								4.91	
Adjectival Rating					OUTSTANDING				


Received by: _____


Calibrated by: _____

Recommending Approval: _____

Approved: _____

Planning Office


REMBERTO A. PATINDOL
Chairman, PMT


REMBERTO A. PATINDOL
Vice President for Admin. & Finance


EDGARDO E. TULIN
President

Date: _____
