

Visayas State University
HEAVY EQUIPMENT & LIGHT VEHICLE MAINTENANCE UNIT
 Visca, Baybay City, Leyte

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

641 11747
 11/21
 21 NOV 2019
 OVERPRCA

I, Marlon G. Burlas, Head, HELVMU, 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, 2019.


MARLON G. BURLAS
 Head, HELVMU
 Date: _____


MARIO LILIO P. VALENZONA
 Director, GSD
 Date: _____

MFO No.	MFO Description	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accomplishment	Rating				Remark
						Quality	Efficiency	Timeliness	Average	
UMFO 6: General Administration and Support Services										
HELVMU MFO 1. Administrative and Facilitative Services										
	PI 1: Number of letter and standard government forms preparation	M. G. Burlas, R. M. Sanico & V. Asilom	1,600	1,720	5	5	5	5.00	HELVMU Office	
	PI 2: No. of documents and job requests receive, recorded	V. Asilom	300	350	5	4	3	4.00	HELVMU Office	
	PI 3: No. of spare parts & lubricants record on stock cards	V. Asilom	290	310	5	4	3	4.00	HELVMU Office	
	PI 4: Documents Filing	V. Asilom	250	280	4	4	3	3.67	HELVMU Office	
	PI 5: No. of doors and windows opened No. of rooms cleaned and maintained No. of building/surroundings cleaned & maintained	R. M. Sanico & 3 JO	40	50	5	4	4	4.33	HELVMU Office & Motorpool bldg.	
HELVMU MFO 2. Ground Improvement (New Construction, etc.)										
	P2 1: No. of grounds (sites) filled-up, scraped, cleared and improved	. B. Castañas . J. Caballero . V. Paderes . 2 JO's	7	7	5	5	5	5.00	Gymnatorium Area; DLABS; Garbage Area; Upper Oval; Farmers Village; RERC Area; Pangasugan Expiremental Area.	

	P2 2: No. of areas maintained	. B. Castañas; . V. Paderes 3 JO's	5	6	5	5	4	4.67	Oval (Upper & Lower); F & G show area; Highway P. Fence & Borders; GSD surroundings; & Beach area
HELVMU MFO 3. Ground Maintenance									
	P3 1: No. of irrigation and drainage canals maintained	B. Castañas; 2JO's	5	6	5	5	4	4.67	Nangka & Mabolo Drive; Calbiga-a & Pangasugan; Exptl. Area; Beach & Highway area
	P3 2: NO. of perimeter fence/gates fabricated & maintained	E. Orendain; 3 JO's	6	6	5	4	3	4.00	GSD; Highway P. Fence; F & G show area; VSU Garden Resort; Guard Post 1 & 2; Nangka & Mabolo Drive
	P3 3: No. of irrigation & drainage canals maintained	3 JO's	6	6	5	4	4	4.33	. Nangka & Mabolo Drive; Calbiga-a & Pangasugan; experimental areas; Beach & Highway area
HELVMU MFO 4. Land Preparation (Research Related)									
	P4 1: No. of land areas prepared based on Job Request	. B. Castanas . J. Caballero . 2 JO's	9	10	5	4	4	4.33	Philrootcrops; NCRC-V; DPBG; DASS; Eco-Farmi; DAS; DOH; Lab.High Sch.; PCC; NARC
	P4 2: No. of hauling/trips based on job request	B. Castanas; . V. Paderes . 3 JO's	100	120	5	5	4	4.67	Research Center; Diff. departments/Offices
HERVMU MFO 5. Repair of Heavy & Light Vehicles									
	P5 1: No. of body repair & fabrication (Metal & Steel Work)s	R. M. Sanico; E. Orendain; 2 JO's	2	2	5	4	4	4.33	Toyota Land Cruiser (Blue); Toyota Hi-ace (White)
	P5 2: No. of under chassis repair, welding & servicing	A. Armada; R. Muana; E. Orendain; 2 JO's	36	36	5	5	4	4.67	Light Vehicles (13 units); Trucks & Buses (10units); Heavy and Farm Equipment (13 units)
	P5 3: No. of engine tune up & servicing	R. Muana; R. Oracion; A. Armada; 1JO	9	12	5	5	4	4.67	These include other departments vehicles/equipment repaired & serviced by HELVMU

P5 4: No. Transmission/Differential repair	A. Armada; R. Muana; B. Castanas; 2JO's	4	5	5	5	5	5.00	. Adv. Blue (Odrex); Hi-ace; PESMU Jeep; Hi-lux; DH100;
P5 5: No. of engine overhauling/changing	A. Armada; R. Muana; E. Orendain; 1 JO	4	5	5	4	4	4.33	. Hi-ace; Strada; Hilux; Land Cruiser (blue & yellow)
P5 6: No. of motor rewinding & electrical repair	R. Oracion	120	130	5	5	4	4.67	. Heavy & Light Vehicles repaired and maintained; include other departments
P5 7: No. of spare parts machining & fabrication	V. Meliton	9	10	5	4	4	4.33	These include other departments vehicles/equipment repaired & served by HELVMU
P5 8: No. of repainting of vehicles & equipment	2 JO's	2	3	5	4	4	4.33	Hi-ace ; Fire Truck; Hilux
P5 9: No. of tire change & vulcanize	1JO	70	85	5	4	4	4.33	Bicycle; Motorcycle; HELVMU & department vehicles
P5 10: No. of steering (Power/Manual) & hydraulic pump repair	A. Armada; R. Muana; 1JO	2	3	5	4	3	4.00	Backhoe; Payloader; Tractor
P5 11: No. of shop services based on job requests		60	80	4	4	3	3.67	Based on Job Request
HELVMU MFO 6. Operation and maintenance of vehicle								
P6 1: No. of trips served	Marlon G. Bulas; E. Pastoril; N. Rabanos; C. Cutamora; A. Borneo; C. Rabanos A. Banayag; N. Quimco	1400	1490	5	3	3	3.67	VSU Vehicles
P6 2: No. of vehicles & farm equipment maintained	A. Armada; R. Muana; E. Orendain; 3 JO's	36	36	3	2	2	2.33	Light Vehicles (13 units); Trucks & Buses (10 units); Heavy & Farm Equipments (13 units)
HELVMU MFO 7. Frontline Services								

	PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	90%	100%	5	5	4	4.67	
	Best practices/new initiatives								
Total Over-all Ratin	Total Over-all Rating				4.85		3.77	111.67	
Average Rating	Average Rating				0.00	0.00	0.00	4.47	
Adjectival Rating	Adjectival Rating						Very Satisfactory		

Received by:

Received by:

Calibrated by:

Recommending Approval:

Approved:



Planning Officer

Date: _____

Planning Office

Date: _____


REMBERTO A. PATINDOL
 Vice Pres. for Admin. & Finance

Date: _____


REMBERTO A. PATINDOL
 Vice Pres. For Admin & Finance

Date: _____


EDGARDO E. TULIN
 President

Date: _____