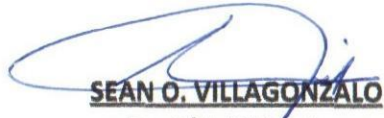# OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

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 July to December, 2021.

Recommending Approval:

Approved:

SEAN O. VILLAGONZALO
Dept/Unit Head

DANIEL LESLIE S. TAN
VP for Admin. & Finance

EDGARDO E. TULIN
President

Personal Composition	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. 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 bad biometric repaired	35%	5	4	4	4.33	
	Internet connection	NOVillas, JGGodoy, MLOBongcales, CCGonato	45% reliability	40%	5	5	4	4.67	
	Instant Messaging System	NOVillas, SOVillagonzalo, JGGodoy	50% functional	50%	5	5	5	5.00	
	Network Repair	NOVillas, JGGodoy, MLBongcales, CCGONATO	40% of job request	40%	5	5	4	4.67	
	Computer & peripherals repair	NOVillas, SOVillagonzalo, JGGodoy	40% of job request	40%	5	4	4	4.33	
	IDF's and Generator preventive maintenance	MLCabras, CCGonato, MLBongcales	50% as scheduled	50%	5	5	5	5.00	
	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	

P2. Account Management, Repair and Maintenance	Biometric System	NOVillas, JGGodoy, CCGonato, MLBongcales, MIS Team	50% of faculty, permanent & casual	50%	5	5	5	5.0
	VOIP System	NOVillas,JGGodoy, CCGonato, MLOBongcales	50% of connected VOIP	50%	5	5	5	5.00
	CCTV System	NOVillas,JGGodoy, CCGonato, MLBongcales	50 % of connected CCTV	50%	5	5	4	4.67
	Faculty & Staff Mobile registration	NOVillas, JGGodoy, MLCabras	50% of faculty & staff filing	50%	5	5	5	5.00
	Faculty & staff e-mail registration	NOVillas, Web Team	50% of faculty & staff requesting	50%	5	5	5	5.00
P3. 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
P4. Efficient and reliable Data Privacy	Firewall Management (Tier 1)	NOVillas	45% functional	45%	5	5	5	5.00
P5. Innovation	HRMIS Development	NOVillas, MIS Team	45% functional	40%	5	5	4	4.67
	VOIP Phone Status System	NOVillas, ICTMC Technical Team	48% functional	45%	5	4	4	4.33

Received by:

DILBERTO O. FERRAREN
Planning Office
8 Fbr2y

Calibrated by:

DANIEL LESLIE S. TAN
PMT Chair

Recommending Approval:

DANIEL LESLIE S. TAN
Vice President

Approved by:

EDGARDO E. TULIN
President 2/7/2v

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