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 January to June, 2019.

Approved:

REMBERTO A. PATINDOL
Head of the Unit

EDGARDO E. TULIN
President

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Personnel Composition	Position Title/Designation	Number
Head	VP of Admin and Finance	1
Staff: Regular Admin Saff	Information Systems Analyst 1	1
	Administrative Assistant VI	1
	Administrative Officer II	1
	Administrative Aide I	1
Job Order Staff	Administrative Aide III	1
GRAND TOTAL		**6**

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	Percentage as of June 30	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 quality procedures 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	RA Patindol, LB Cano/PRPEO/Records Office	100% submission /posting of the 3 required reports: FOI Inventory/Registry & FOI Summary Reports	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 Miraflor, JC Ecleo, JR Lumbre	80% external clients served and rated at least very satisfactory or higher	100% external clients served and rated at least very satisfactory or higher	100%	5	5	5	5.00	
VPAF STO4: Innovations & Best Practices	**PI 1.** Number of new systems developed and implemented	RA Patindol, TML Dargantes	6	6	100%	5	5	5	5.00	HR Systems
	PI 2. Number of Financial Management Systems monitored and maintained	R. Patindol, MS Miraflor	4	4	100%	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30	Rating Q[1]	E[2]	T[3]	A[4]	Remarks
	PI 3. Number of innovative and revised policies prepared and finally approved	RA Patindol, TML Dargantes, MS Miraflor	6	6	100%	5	5	5	5.00	
	PI 4. Pecentage operationalization of HRMIS on RSP	RA Patindol, Web Team, DCST, UCC	50% operationalized	80% operationalized	100%	5	5	5	5.00	
UMFO6: General Administrative and Support Services (GASS)										
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, JC Ecleo, TML Dargantes, JR Lumbre	100% clients/personnel supervised for efficient office	100% clients/personnel supervised for efficient office	100%	5	5	5	5.00	Work includes 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, JC Ecleo, TML Dargantes, JR Lumbre	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, JC Ecleo, MS Miraflor, TML Dargantes, Office Heads	12 external linkages	12 external linkages	100%	5	5	5	5.00	DBM, CHED, AO25 IATF, PASUC, CSC, COA, PhilGEPS, GSIS, BFP, GPPB, HDMF, BoT
	PI 3. Number of offices and units directly supervised, monitored and coordinated	RA Patindol	19	19	100%	5	5	5	5.00	
	PI 4. Number of major university committees chaired and coordinated	RA Patindol	8	8	100%	5	5	5	5.00	NAPB, BAC, , PMT, VASC, CHED-ISA, Disposal, EO-MCC(CNA), Tree Mgt.
	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	
	PI 6. Number of major university committees meetings conducted to effectively coordinate and implement plans	R. Patindol, MS Miraflor	50	68	136%	5	5	5	5.00	
	PI 8. Efficient & customer-friendly frontline service	RA Patindol, AB Alba, MS Miraflor, JC Ecleo, TML Dargantes, JR Lumbre	Zero Complaint	Zero Complaint	100%	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30	Rating				Remarks
						Q^1	E^2	T^3	A^4	
VPAF GASS 2: Human Resource Management and Development	**PI 1**. Compliance of existing HRM Policies & Practices with PRIME-HRM Standards	RA Patindol, LB Cano, TL Quinanola, HV Colis	Level II Maturity Status	100%	100%	5	5	5	5.00	
	PI 2. Compliance of HRM Practices to ISO 9001:2015 standards	RA Patindol, LB Cano, TL Quinanola, HV Colis	100% of required Work Instructions V 2.0 in place and in use	100% complied	100%	5	5	5	5.00	
	PI 3. Percentage of CSC Validation of Approved appointments	RA Patindol, LB Cano, TL Quinanola, HV Colis	100% compliance	100% complied	100%	5	5	5	5.00	
	PI 4. Efficient Database/Records Management compliant to ISO standards	RA Patindol, LB Cano, AM Sevilla	100% database system installed and 20% permanent records uploaded	100%	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	100% submission	100%	100%	5	5	5	5.00	
	PI 2. Efficient Budget Utilization of funds within prescribed time	RA Patindol, LC Ampac, MS Pancito	100% of budget utilized and obligated	95% of budget utilized and obligated	95%	4	5	5	4.67	
	PI 3. Efficient and effective disbursement of funds within prescribed time and in accordance with DBM/COA and other rules & regulations	RA Patindol, LC Ampac, CU Nuevo, ES Esguerra, AMFlores, External Campus Deans	100% of NCA disbursed	97% of NCA disbursed	97%	4	5	5	4.67	
	PI 4. Timely & error-free financial and budgetary reports	RA Patindol, LC Ampac, MS Pancito, ES Esguerra, CU Nuevo, External Campus Deans	26 budgetary reports submitted on time, error free	26 budgetary reports submitted	100%	5	5	5	5.00	
	PI 5. Efficient and effective collection services	RA Patindol, LC Ampac, CU Nuevo	100% receipted and deposited	100% receipted and deposited	100%	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	75% effective and efficient response to any request for services	150%	200%	5	5	4	4.67	

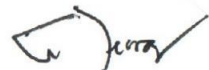| MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30	Rating				Remarks
						Q^1	E^2	T^3	A^4	
	PI 2. Effective implementation of new and existing infrastructure projects in accordance with approved time frame and standards	RA Patindol, MLP Valenzona	90% Project completion based on approved budget	113%	126%	5	5	4	4.67	
	PI 3. Effective fleet repair and preventive maintenance operations	RA Patindol, MLP Valenzona, MG Burlas	80% operational and good running condition of service fleet	114%	143%	5	5	4	4.67	
	PI 4. Effective repair and preventive maintenance operations of electrical facilities and equipment	RA Patindol, MLP Valenzona, A Encierto	80% maintained and functional electrical supply	107%	134%	5	5	4	4.67	
	PI 5. Effective repair and preventive maintenance operations on plumbing and sewerage systems	RA Patindol, MLP Valenzona, MG Burlas	75% sustainable water & sewerage system	166%	221%	5	5	4	4.67	
	PI 6. Efficient and regular collection and proper disposal of garbage	RA Patindol, MLP Valenzona, M. Baliad	80% waste collected and disposed	120%	150%	5	5	4	4.67	
	PI 7. Well-maintained campus beautification and landscape	RA Patindol, MLP Valenzona, M. Baliad	80% maintained grounds and landscape	100%	125%	5	5	4	4.67	
	PI 8. Efficient repair, preventive maintenance and calibration of laboratory facilities and equipment	RA Patindol, MLP Valenzona, L. Ramos	80% functional and operational based on standards	131%	164%	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% of patient seen and examined within 10 mins	165%	165%	5	5	5	5.00	
	PI 2. Effective and sustained health and wellness promotion activities	RA Patindol, EJV Yu, MS Guinocor	2 health and wellness activity per month	100%	100%	5	5	5	5.00	
	PI 3. Effective and sustained environmental health and sanitation services	RA Patindol, EJV Yu, MS Guinocor	1 Preventive environmental health and sanitation service every 6 months	100%	100%	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%	100%	100%	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30	Q¹	E²	T³	A⁴	Remarks
VPAF GASS 7: Project Management & Implementation Services	**PI 1**. Effective monitoring and implementation of contracts and purchase orders	RA Patindol, AM Flores	100%	100%	100%	5	5	4	4.67	
	PI 2. Percentage of billings and vouchers for payment of delivered goods, services and infrastructure processed	RA Patindol, AM Flores	100%	100%	100%	5	4	4	4.33	
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%	100%	5	5	5	5.00	
	PI 2. Regular and efficient conduct of inventory of Supplies, Materials and Equipment	RA Patindol, AM Flores	1 Physical inventory/sem for SME's and PPE's	100%	100%	5	5	5	5.00	
	PI 3. Percentage of waste materials and unserviceable properties disposed within prescribed time	RA Patindol, AM Flores	100%	108%	108%	5	5	5	5.00	
	PI 4. Percentage availability of fuel & lubricants and dispensing upon request	RA Patindol, AM Flores	100%	114%	114%	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, C. Gumaod	100%	100%	100%	5	5	5	5.00	
	PI 2.Proactive and responsive disaster and risk reduction management	RA Patindol, C. Gumaod	100%	100%	100%	5	5	4	4.67	
VPAF GASS 10: Network Infrastructure Development and Maintenance	**PI 1**. Efficient and effective information management system	RA Patindol, SU Villagonzalo, NO Villas	100%	100%	100%	5	5	5	5.00	
	PI 2. Reliable network connection and services	RA Patindol, SU Villagonzalo, NO Villas	100%	111%	111%	5	5	5	5.00	
	PI 3. Efficient and wider coverage of multimedia services	RA Patindol, SU Villagonzalo, NO Villas	100%	100%	100%	5	5	5	5.00	
	PI 4. Efficient and reliable ICT training related service	RA Patindol, SU Villagonzalo, NO Villas	100%	100%	100%	5	5	5	5.00	
	PI 5. Efficient and reliable Data Privacy and ICT policy services	RA Patindol, SU Villagonzalo	100%	100%	100%	5	5	5	5.00	

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30	Rating				Remarks
						Q^1	E^2	T^3	A^4	
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%	100%	100%	5	5	5	5.00	
VPAF GASS 12: Budget Utilization Rate (BUR)	PI 1: Efficient Budget Utilization of funds within prescribed time	RAPatindol, LC Ampac, Budget Office	35% of budget utilized and obligated	40% of budget utilized and obligated	114%	5	5	5	5.00	
	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	40 % of NCA disbursed	45% of NCA disbursed	113%	5	5	5	5.00	
VPAF GASS 13: Compliance of Public Financial Management (PFM) reporting requirements of the COA and DBM	PI. 1: Timely and error free financial and budgetary reports (Financial Management Services)	RAPatindol, LC Ampac, Budget Office	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 to DBM-PS within prescribed period	RA Patindol, MS Miraflor, JC Ecleo, AM Flores, End-users	95% of PPMPs submitted for consolidation	100%	100%	5	5	5	5.00	
	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	5	5.00	
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									285.00	
Average Rating						4.97		4.81	4.91	
Adjectival Rating										

Received by: Calibrated by: Recommending Approval: Approved:

_____   **REMBERTO A. PATINDOL**   **REMBERTO A. PATINDOL**   **EDGARDO E. TULIN**
Planning Office   PMT Chairman   Vice President for Admin. & Finance   President