


OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, MARLON G. BULAS Head of the WATER AND SEWERAGE SYSTEM MAINTENANCE UNIT 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 - December 2019


MARLON G. BULAS
 Ratee

Noted:


MARIO LILIO VALENZONA
 Director, GSD



Personnel Composition	Position Title/Designation	Number
Head	Unit Head	1
Regular staff	Adm. Asst III	1
Regular staff	Adm. Aide	14
Regular staff	Heavy Equip Operator	2
Casual Staff	Foreman	1
Casual Staff	Scasual	1
Sub-TOTAL		20
Job lorder	Adm. Aide I	9
	Sub Total	9
	TOTAL	29

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

UMFO6- General Administration Support Services
 OVPAF-MFO4, Physical Facilities Development and Maintenance
 GSD, MFO4, Water and Sewerage Maintenance

MFOs/PAPS	Success Indicators	Persons Reponsible	Target	Actual Accomplishment	% as of Dec.31	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
HELVMU MFO 1. Administrative and Facilitative Services	PI 1: Number of letter and standard government forms preparation	M. Bulas, R. M. Sanico, V. Asilom	1,870	1,870	100.00%	5	5	4.00	4.6667	
	PI 2: No. of documents and job requests receive, recorded	M. Bulas, R. M. Sanico, V. Asilom	400	410	102.50%	5	5	4.00	4.6667	
	PI 3: No. of spare parts & lubricants record on stock cards		330	340	103.03%	5	5	4.00	4.6667	
	PI 4: Documents Filing		200	200	100.00%	5	5	4.00	4.6667	


	PI 5: No. of doors and windows opened, No. of rooms cleaned and maintained, No. of building/surroundings cleaned & maintained	M. Burlas, R. M. Sanico & 3 JO	40	42	105.00%	5	5	4.00	4.6667	
HELVMU MFO 2. Ground Improvement (New Construction, etc.)	P2 1: No. of grounds (sites) filled-up, scraped, cleared and improved	B. Castañias, J. Caballero & 3 JO's	30	32	106.67%	5	5	4.00	4.6667	
	P2 2: No. of areas maintained	B. Castans & 4 JO's	8	9	112.50%	5	5	4.00	4.6667	
HELVMU MFO 3. Ground Maintenance	P3 1: No. of irrigation and drainage canals maintained	B. Castanas; 2JO's	5	6	120.00%	5	5	4.00	4.6667	
	P3 2: NO. of perimeter fence/gates fabricated & maintained	E. Orendain & 3 JO	6	7	116.67%	5	5	4.00	4.6667	
	P3 3: No. of irrigation & drainage canals maintained	3 JO's	8	10	125.00%	5	5	4.00	4.6667	
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	11	122.22%	5	5	4.00	4.6667	
	P4 2: No. of hauling/trips based on job request	B. Castanas, J. Caballero, 3 JO's	160	165	103.13%	5	5	4.00	4.6667	
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	3	5	166.67%	5	5	4.00	4.6667	
	P5 2: No. of under chassis repair, welding & servicing	A. Armada, R. Muana, E. Orendain & 2 JO's	36	37	102.78%	5	5	4.00	4.6667	
	P5 3: No. of engine tune up & servicing	R. Muana, R. Oracion, A. Armada & 1JO	8	9	112.50%	5	5	4.00	4.6667	
	P5 4: No. Transmission/Differential repair	A. Armada, R. Muana, B. Castanas & 2JO's	4	6	150.00%	5	5	4.00	4.6667	
	P5 5: No. of engine overhauling/changing	A. Armada, R. Muana, E. Orendain & 1 JO	4	5	125.00%	5	5	4.00	4.6667	
	P5 6: No. of motor rewinding & electrical repair	R. Oracion	130	140	107.69%	5	5	4.00	4.6667	
	P5 7: No. of spare parts machining & fabrication	V. Meliton	9	11	122.22%	5	5	4.00	4.6667	
	P5 8: No. of repainting of vehicles & equipment	3 JO's	2	3	150.00%	5	5	4.00	4.6667	
	P5 9: No. of tire change & vulcanize	1JO	90	92	102.22%	5	5	4.00	4.6667	
	P5 10: No. of steering (Power/Manual) & hydraulic pump repair	A. Armada; R. Muana; 1JO	2	4	200.00%	5	5	4.00	4.6667	
	P5 11: No. of shop services based on job requests	3 Job order	50	55	110.00%	5	5	4.00	4.6667	
HELVMU MFO 6. Operation	P6 1: No. of trips served	Marlon G. Burlas; I. Laplana; N. Rabanos;	1230	1235	100.41%	5	5	4.00	4.6667	

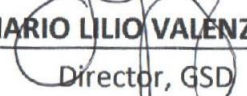
and maintenance of vehicle	P6 2: No. of vehicles & farm equipment maintained	A. Armada; R. Muana; C. Albiso; N. Manla; E. Orendain: 3 JO's	30	35	116.67%	5	5	4.00	4.6667	
HELVMU MFO 7. Frontline Services	PI 1. Efficient and customer-frienly frontline service	Zero percent complaint from clients served	90%	95%	105.56%	5	5	4.00	4.6667	
WSSMU-MFO1- Water Distribution System for new and major repairs/ renovations	No. of Water distribution system in new and renovated/implemented Academic and Research Buildings	M.G. BURLAS, G. ARPOCEPLE, A. SINGSON and 9 Job Orders	3	4	133.33%	5	5	4.00	4.6667	
	No. of of Water distribution system in new and renovated/implemented Administrative Buildings		1	3	300.00%	5	5	4.00	4.6667	
	No. of Water distribution system in new and renovated/implemented IGP Building and structures		1	2	200.00%	5	5	4.00	4.6667	
	No. of Water distribution system in new and renovated/implemented Student/ staff housing units		1	2	200.00%	5	5	4.00	4.6667	
WSSMU-MFO2- Plumbing System improvement and maintenance inside Buildings	No. of plumbing systems improvements/repairs inside Academic and research buildings	M.G. BURLAS, G. ARPOCEPLE, A. SINGSON and 9 Job Orders	85	87	102.35%	5	5	4.00	4.6667	
	No. of Plumbing system improvements/repairs inside Administrative Buildings		78	79	101.28%	5	5	4.00	4.6667	
	No. of Plumbing system improvements/repairs inside IGP Buildings and structures		46	47	102.17%	5	5	4.00	4.6667	
	No. of Plumbing system improvements/repairs inside Student/Staff Housing units		50	52	104.00%	5	5	4.00	4.6667	
WSSMU,MFO3- Water Distribution System repair and maintenance outside Buildings	No. of Water Distribution Lines repaired/maintained	M.G. BURLAS, G. ARPOCEPLE, A. SINGSON and 9 Job Orders	15	17	113.33%	5	5	4.00	4.6667	
TOTAL									163.3	
Avarage Rating									4.667	

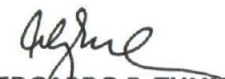
Ajectival Rating

0


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Vice President for Planning, Resource Generation and External Affairs
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REMBERTO A. PATINDOL
PMT


MARIO LILIO VALENZONA
Director, GSD


EDGARDO E. TULIN
President

Date: _____ Date: _____

Date _____

Date _____

1 - Quality

2 - Efficiency

3 - Timeliness

4 - Average