

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, RYAN C. GUINOCOR, OIC Director, Office of the Director for Administration and Services commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated following targets in accordance with the indicated measures for the period July 1, 2021 to December 31, 2021.

Approved:

RYSAN C. GUINOCOR
OIC Director, ODAS

Date _____

REMBERTO A. PATINDOL
VP for Admin. & Finance

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<i>Appointment/Status</i>	<i>Position Title</i>	<i>Number</i>
OIC Director	Legal Officer IV (Designated)	1
Job Order	Admin. Aide III	1
Office Head		5
	TOTAL	8
No. of Offices	Heads	9

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

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UGAS5. SUPPORT TO OPERATIONS									
OVPAF STO 1: ISO 9001:2015 ALIGNED DOCUMENTS									
VPAF STO3: ARTA ALIGNED COMPLIANCE AND REPORTING REQUIREMENTS									
ODAS/STO 3: ARTA aligned frontline services	PI. 1:Efficient & customer friendly frontline service	RC Guinocor and all ODAS unit heads RAO, PO, SPMO, VCO ,Cash & GSO	Zero percent complaint from clients served	Zero percent complaint from clients served	5	5	5	5	Note: Please refer to customer satisfaction survey result from QAC
VPAF STO4: INNOVATIONS & BEST PRACTICES									
ODAS/STO 4: Innovations & new Best Practices Development Services	PI. 2: Number of new systems/innovations/proposals introduced and implemented	RC Guinocor and all ODAS unit heads OHRA, PO, SPMO, VCO , & Cash	3 cash, 9 PO, 9 SPMO (1 new innovation system;4 Quality Procedures, 4 Work instructions) & 5 Cash (1 new system; 4 work instructions) and 2 VCO (draft new system submitted & 1 Operations manual) & 6 ROA (3 approved Procedures Manual; 2 approved forms & 1 Operational Manual)	Cash (5 new system), 1 Procurement new innovation, 2 quality procedure, SPMO (1 new innovation, 2 quality procedures & 1 operations manual),VCO (cultivation of some unused land of VSU-Cebu for aesthetic and sustenance purposes & OHRA (3 approved Quality Procedure; 2 approved forms	4	5	5	4.67	
UMFO6: General Administrative and Support Services (GASS)									
VPAF GASS 1: Administrative and Support Services Management									

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
ODAS/GASS 1: Administrative and Support Services	PI. 3: Percentage of administrative services and financial/ administrative documents acted within time frame	R.C. Guinocor, AB Besavilla	100% documents acted (with absolute figures)	100%, 259 documents acted	5	5	5	5	
	PI. 4: No. of linkages with external agencies maintained	RC Guinocor,, Q. Atupan, J. Ecleo, A. Flores, R. Mirafior, & Npacada	1 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, IATF, CSC Central, CHED, Ombudsman, GSIS, Cash, LBP, BOT, PhilGEPS, NAP & Cebu City Hall, NAP Cebu)	1 (CSC Ormoc, CSC Reg., DBM, PASUC Zonal Center, PASUC National, PASUC Zonal Center, OPCCB DBM, IATF, CSC Central, CHED, Ombudsman, GSIS,	5	5	5	5	
	PI.5: Percentage of request for change of scholastic records received and acted within time frame	R.C. Guinocor, AB Besavilla	100% requests received and acted within time frame	100% requests received and acted within time frame	5	5	5	5	
	P.6: Percentage of vouchers received and processed	R.C. Guinocor, AB Besavilla	100% received and acted within time frame	100%	5	5	5	5	
ODAS/GASS 2: Procurement Services									
Procurement Planning & Management	PI.7: Number of PPMPs received, evaluated and consolidated	J.Ecleo, A.Antofina, L.G.Layola	200 PPMP	501	5	5	5	5	
	PI.8: Number of PRs received, numbered, evaluated and monitored	J.Ecleo, A.Antofina, L.G.Layola	250 PR	1052	5	5	5	5	
	PI.9: Number of suppliers/contractors/consultants' registry updated annually	J.Ecleo, L.G.Layola	1 registry	1	4	5	5	4.67	
	PI.10: Percentage updating of APP & submitted for approval	J.Ecleo, L.G.Layola	100% updating of APP	100%, 3 APP	5	5	5	5	1APP, 2 Supplemental APP
Support Services to the BAC	PI. 11: Number of forwarded PRs consolidated by nature of items for procurement thru Public Bidding	J.Ecleo, D.Talisaysay, A.D.Gecong	250 PR	1052	5	4	5	4.67	
	PI.12: Number of Procurement Activities in the APP scheduled and conducted through Public Bidding facilitated	J.Ecleo, A.D.Gecong, L.Escala	20 procurement activities	32 procurement activities	5	5	5	5	

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	PI.13: Number of forwarded PRs consolidated by nature of items for procurement through Alternative Mode of Procurement (AMP)	J.Ecleo, B. Rebuyas	250 PR consolidated per nature of item	1052	5	4	5	4.67	
	PI.14: Number of Procurement Activities in the APP scheduled and conducted through Alternative Mode of Procurement	J.Ecleo, B.Rebuyas, D.Talisaysay, L.Escala	130 procurement activities	188 procurement activities	5	5	5	5	
	PI.15: Number of Request for Quotations (RFQs) for AMP prepared, served, retrieved and monitored	J.Ecleo, B. Rebuyas	400 request for quotations	304 RFQs	5	5	5	5	
	PI.16: Number of Abstract of Quotations for AMP prepared and processed	J.Ecleo, D. Talisaysay	130 abstract for quotations	188	5	5	4	4.67	
	PI.17: Number of Purchase Orders (POs) for AMP prepared, processed and served	J.Ecleo, D. Talisaysay	250 Purchase Orders	405	5	5	4	4.67	318 PO (AMPs), 82 PO (Bidding), 5 Contracts (Infra)
	PI.18 :Number of BAC meetings facilitated	J.Ecleo, M.Milleza	50 BAC meetings	68	5	5	5	5	
Contract Management	PI.19: Number of served POs/Contracts monitored	J.Ecleo, L.Escala	500 POs monitored	534 Pos	4	5	5	4.67	
	PI.20: Number of completed POs/Contracts for payment endorsed/forwarded within the allowable period	J.Ecleo, E.Esguerra	500 completed POs forwarded for payment	625	5	5	4	4.67	includes refund of performance bond, retention money, & cash advance
	PI.21: Percentage of perfected procurement activities documents digitized for e-filing	J.Ecleo, P.Piamonte	100% digitized	100% digitized, 601	5	5	5	5	
	PI.22: Number of Suppliers/Contractors/Consultants in the registry with completed contracts evaluated annually	J.Ecleo, P.Piamonte	50 suppliers evaluated	78	5	4	5	4.67	
ODAS/GASS 3: Supply & Management Services									
	PI.23: Number of supply and property management workflow processes prepared needed in the enhancement of the existing program	All SPMO Staff	4 workflow process	1 workflow process	5	5	5	5	

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
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	PI.24: Number of deliveries of Supplies, Materials and Equipment (SME's) received, checked and facilitated for inspection.	J. Lumanta , J. Adaza, M.P. Bandalan, S. Latras, J. Vega,	270 deliveries received, check and facilitated for inspection	565 deliveries received,checked and facilitated for inspection	5	5	4	4.67	
	PI.25: Number of documents prepared (IAR, SPS, PAR/ICS)	L. Fernandez, D. Alba, L. Terol,	200 documents	1543	5	5	4	4.67	
	PI.26: Percentage of SME's received posted in the BIN and Stock cards (procured thru Bidding, Alternaive mode and from PS-DBM) properly handled and stored	J. Lumanta, M.P. Bandalan, S. Latras, J. Vega, J. Adaza, A. Flores	100% of all SMEs received	100% (565/565 PO's)	5	5	5	5	
	PI.27: Number of approved RIS received, recorded and served.	J. Lumanta, M.P. Bandalan, S. Latras, J. Vega, J. Adaza, A. Flores	200 RIS received and issued/served	451 RIS received, recorded and issued/served	5	5	5	5	
	PI.28: No. of Reports for Supplies and Materials Issued (RSMI) prepared, signed and submitted to Accounting Office	A.M. Flores , J. Lumanta,	8 reports for all funds per semester	11	5	5	4	4.67	
	PI.29: Number of the Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) posted in the database upon receipt	D. Alba L. Terol	240 PAR/ICS	199 PAR,491 ICS	5	5	4	4.67	
	PI.30: Number of equipment property cards prepared, maintained and checked.	D. Alba L. Terol	180 equipment property cards	199	5	5	5	5	
	PI.31: No. of Physical Inventory for Supplies, Materials and Equipment (SME's) in the bodega conducted	Warehousemen, Inventory Committee	1 Physical inventory per sem for SME's	1 Physical inventory conducted	5	5	4	4.67	
	PI.32: Number of department/units with completed Physical inventory and checking of Property Plant and Equipment (PPE's) as to existence and serviceability	SPMO Inventory team	100% of the scheduled Inventory	100% of the scheduled inventory (69/69)	5	5	4	4.67	
	PI.33: Percentage of employee records of property accountabilities updated and outgoing employees cleared	L. Jagonos, A.M. Flores E. Piamonte	80% academic departments; offices/units; _____ research centers	80& of outgoing employees cleared	5	5	4	4.67	

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
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	PI.34:Percentage of reconcilable figures found during physical inventories conducted as against figures with general ledger account of Accounting Office facilitated/figures reconciled	All SPMO Staff	100% reconciled figures found in physical inventories against general ledger account	100%	5	5	4	4.67	
	PI.35:Number of vehicles insured and registered with LTO and number of buildings insured with GSIS	A.M. Flores J. Lao	20 vehicles insured and registered; 64 buildings insured	15 vehicles insured and registered; 93 buildings insured	5	5	5	5	
	PI.36:Number of reports and documents of Unserviceable Properties for disposal prepared and submitted	E. Piamonte, D. ALba, L. Fernandez, A. Flores	150 reports (IIRUP & WMR)	104 IIRUP, 58 RSUP, 51 WMR	5	5	5	5	
	PI.37:Number of public auction of disposable properties assisted and bidding opportunities widely disseminated	A.M. Flores E. Piamonte	One (1)public auction	TWO (2) public auction	5	5	4	4.67	
	PI.38:Percentage of the request for the disposal (sale)/death of working animals and all other animals owned by the University acted and witnessed	A. M. Flores, J.M. Lao, E. Piamonte, L. Fernandez	100% of requests	100% of request acted (104/104)	5	5	5	5	
	PI.39:Number of approved RIS for fuel and lubricants received, issued and processed	L. Jagonos, E. Abanera, A. M. Flores	300 RIS received	412	5	5	5	5	
	PI.40:Number of Inventory of fuel conducted	E. R. Abanera, L. Jagonos	20 inventories	20	5	5	4	4.67	
	PI.41:Number of documents/reports relative to fuel station operations prepared, processed and filed.	L. Jagonos, E. Abanera, A. M. Flores	90 documents/reports	93	5	5	5	5	
ODAS/GASS 4:									
Cashiering Services									
Administration Support Services & Management	PI.42:Number of communications prepared for bank updating and other cash transactions	QE.Atupan, L.Cano, R. Patindol and E. Tulin	10 communications	329 communications	5	5	5	5	
	PI.43:Number of monthly monitoring of NCA utilization per expense accounts prepared and submitted to management for decision making	QE Atupan	6 monitoring	10 monitoring	5	5	5	5	

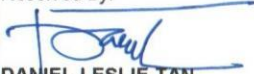
GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
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Disbursement /Processing	PI.44: Number of approved vouchers and payrolls acted within prescribed period and error free	QE.Atupan, L.Ampac, L.Cano, R.Patindol, R.Dohiling, M.Mendoza, V.Circulado, PBL.Urdaneta, K.Sedrome, R.Nuñez and D. Rado	500 approved payrolls 3000 approved vouchers	7,309 approved payrolls/vouchers	5	5	5	5	
	PI.45: Number of checks, LDDAP, ACIC and PAC'S issued and released within three days	QE.Atupan,E.Esguerra, L.Ampac, L.Cano, R.Patindol, R.Nuñez, R.Dohiling, M.Mendoza, V.Circulado, D.Rado, PBL.Urdaneta, K.Sedrome	3,000 checks; 900 entries of LDDAP; 5,000 entries of PACS	3,292 checks;9,566 entries of LDDAP and PACS	5	5	5	5	
	PI.46: Number of Cash advances and Petty Cash Fund Maintained/facilitated for University Cash Disbursements.	QE.Atupan,MM.Mendoza, C.Sacro, E.Esguerra, L.Cano	3 cash advance/Petty Cash Funds	7 cash advance/petty cash funds	5	5	5	5	
Financial reports preparation	PI.47: Number of daily/monthly financial reports of all funds prepared, consolidated, approved and submitted to accounting office with complete supporting document within the prescribe time, error free.	QE.Atupan, R.Dohiling, F. Calunangan, M.Mendoza, V.Circulado, K.Sedrome, R.Nuñez, D. Rado	360 daily/weekly reports 120 monthly reports	571 daily/weekly reports 92 monthly reports	5	5	4	4.67	
Collection Services	PI.48: Number of official receipts issued for collection	QE.Atupan, R.Dohiling, F. Calunangan, C. Sacro,	2,500 official receipts issued	7,771 official receipts issued	5	5	5	5	
	PI.49: Number of deposits of daily collection following COA rules to be deposited intact on the following working day.	QE.Atupan, R.Dohiling, F. Calunangan, C. Sacro,	150 deposits	2,442 deposits	5	5	5	5	
Student Services	PI.50: Number of students records of accounts maintained, validated and updated for college and high school students	C.Sacro, QE.Atupan, K.Sedrome, R.Dohiling,J. Baslan	7000 students 10,000 old accounts	15,017 college students for 2 semesters, 417 HS and 23,209 old	5	5	5	4.67	
ODAS/GASS 5: Records and Archives Services									
RAO 2: Records and Archives Seviles	PI.51: Number of Leave applications, appointments, NOSI, NOSA of faculty and staff filed in their 201 files within the day of receipt	All RAO Staff	____ HR documents filed within the day	100% HR documents filed within the day	5	5	5	5	
	PI.52: Number of records/ documents authenticated	All RAO Staff	25 authentications	280 records/documents requested for authentication	5	5	5	5	

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	PI.53: Number of communications and other documents systematically filed a day after receipt	All RAO Staff	5,000 documentation	4,201 communications and other documents acted within time frame	5	5	5	5	
	PI.54: Number of records reference served per request for records filed	All RAO Staff	50 Requests for Records filed; 400 records/documents retrieved/reproduced						
	PI.55: Number of documents delivered to different units	MSMiraflor, ABagarinao	5,000 docs delivered to recipients	4,500 docs delivered to different staff/offices concerned within the day of receipt	5	5	5	5	
	PI.56: Number of mails delivered to/from VSU Post Office and delivered official mails to faculty and staff concerned	All RAO Staff	1,000 mails dispatched to VSU Post office	1,179 mails delivered/sent to addressee	5	5	4	4.67	Due to pandemic, the mode of communications were already through the net
	PI.57: Number of new archival documents gathered and displayed	All RAO Staff	1 new display material	4 display materials gathered and display	5	5	5	5	2021 OP Memos and Circulars, ISO Certification Turn-over of Responsibility and Acceptance Certificate (DPWH)
	PI.58: Number of reports submitted to NAP and FOI	MSMiraflor, GM Espinosa	5 required reports to NAP during disposition of records and 3 required reports to FOI every quarter	5 required reports to NAP during disposition of records and 3 required reports to FOI every quarter	5	5	5	5	
	PI.59: Percentage of digitized and uploaded memos, circulars and personnel records to the e-Records of HRIS	MSMiraflor, GM Espinosa, VC Acilo, JB Posas	80% digitizing and uploading of memos,circulars and personnel records to the e-Records System of HRIS	95% digitizing and uploading of memos, circulars and personal records to the eRecords System	5	5	5	5	
	PI.60: Percentage of IPCR with Outstanding ratings retrieved/scanned/reproduced for submission to PMT	MSMiraflor, GM Espinosa, VC Acilo, JB Posas	100% accomplished	100% accomplishment	5	5	4	4.67	
ODAS/GASS 6: VSU-Cebu Operation and Management	PI. 61: No. of procurement related services performed	N. Pacada, R. Gioman	115 RFQs, 100 Pos, 130 checks served and retrieved; 12 ACIC, 20 NOA, 12NTP, 15 CA delivered; 75 purchased items picked up; 71 shipments facilitated	61 RFQs, 67 Pos, 65 checks served and retrieved; 8 ACIC, 9 NOA, 8 NTP, 6 CA delivered; 38	4	4	4	4	

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
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	PI.62: Number of reports/for replenishment/payroll documents submitted to IGP, COA, and Accounting	N.Pacada	12 monthly reports to IGP, 24 monthly report pn cash receipts and cash disbursements to COA, 15 for replenishments, 12 payrolls, and 4 payment vouchers to Accounting	6 monthly reports to IGP, 12 monthly report on cash receipts and cash disbursements, 12 payrolls, and 7 payment vouchers to Accounting	5	5	5	5	
	PI.63: No. of linkages with external agencies maintained	N.Pacada, R.Gioman	3(Cebu City Hall, Camputhaw Brgy. Hall, LBP-Mango)	5 (Cebu City Hall, Camputhaw Brgy. Hall,LBP-Mango), USC, CIT-U	5	5	5	5	
	PI.64:No.of staff meetings presided/conducted to discuss problems & solutions	N. Pacada	10 staff meetings conducted	6 staff meetings conducted	4	4	4	4	
	PI.65:No. of minutes of staff meetings prepared	N. Pacada	10 minutes of meetings prepared	6 minutes of meetings prepared	4	4	4	4	
	PI.66:No. of liaisoning services requested from the main campus facilitated/complied	N. Pacada, R. Gioman	30 requests facilitated	15 requests	5	5	4	4.67	
	PI.67:No. of assistance to guests on official travel in Cebu facilitated/complied	N. Pacada, R. Gioman	3 requests for assistance attended and facilitated	0 requests for assistance attended and facilitated					Due to COVID-19 pandemic
	PI.68:VSU Cebu Office building and lawn cleaned and well maintained and clients/guests well entertained	All VSU-CO Staff	zero complaint from clients/guests service rated very satisfactory or higher	zero complaint from client/guests service rated very satisfactory or higher	4	5	5	4.67	Based from customer feedback form
	PI.69:No.of lodging accomodation frontline related services performed	All VSU-CO Staff	12 guests welcomed and registered at reception, 12 guests provided room accomodation, 12 Ors issued for lodging service fees	15 guests welcomed and registered at reception, 15 guests provided room accomodation, 15 Ors issued for lodging service fees	4	5	5	4.67	
	PI.70:Number of weekly general cleaning services of VCO premises performed	N.Pacada, R.Gioman	19 weeks general cleaning services	24 weeks general cleaning services	4	5	5	4.67	
	PI.72. Number of maintenance/repair services performed	All VSU-CO Staff	30 maintenance/repair services performed	30 maintenance/repair services performed	4	5	5	4.67	

GASSs/PAPs	Success Indicators	Persons Responsible	Target (January-December 2021)	Actual Accomplishments	Rating				Remarks
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ODAS/GASS 7: GENERAL SERVICES	PI.73: Percentage of comfort room cleaned and disinfected	All GSO utility	100% cleaned	100% accomplished	5	5	5	5	
	PI.74: Number of documents delivered to different units	All GSO utility	100 documents	5000 documents delivered to different units	5	5	5	5	
	PI.75: Percentage of floor area cleaned	All GSO utility	100% floor area cleaned in a week	100% clean	5	5	5	5	
	PI.76: Number of trashbins cleaned and sanitized	All GSO utility	100% cleaned and sanitized	100% floor area cleaned	5	5	5	5	
	PI.77: Percentage of VSU offices cleaned	All GSO utility	100% cleaned	100% cleaned and sanitized	5	5	5	5	
	PI.78: Monthly Accomplishment Report	All GSO utility	24 Monthly Accomplishment Reports conducted	6	4	4	4	4	cancelled some meetings due to some employees were in home quarantine
		Total Over-all Rating						362	
		Average Rating						4.8	
		Adjectival Rating						0	

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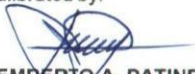


DANIEL LESLIE TAN

Planning Office

Date: _____

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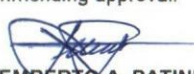


REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

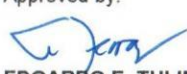
Recommending approval:



REMBERTO A. PATINDOL

VP for Admin & Finance

Approved by:



EDGARDO E. TULIN

University President

Date: Dec 9/24/21

- 1- Quality
- 2 - Efficiency
- 3 - Timeliness
- 4 - Average