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

OFFICE PERFORMANCE COMMITMENT & REVIEW (OPCR)

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, 2017.


 MARLON G. BURLAS
 Head, HELVMU

Date: _____

MFO Descrip- tion	Success/Performance Indicator (PI)	Units/Persons Responsible	Target	Actual Accom- plishment	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	R. M. Sanico, E. Dargantes	1,400	1,464	5	5	5	5.00	HELVMU Office	
PI 2: No. of documents and job requests receive, recorded	E. Dargantes	500	524	5	4	4	4.33	HELVMU Office	
PI 3: No. of spare parts & lubricants record on stock cards	E. Dargantes	200	210	5	4	4	4.33	HELVMU Office	
PI 4: Documents Filing	E. Dargantes	275	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 & M. Estrosas	40	50	5	5	5	5.00	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. Castanas; 2 JO's	10	12	5	5	5	5.00	. HELVMU Garage; Climate Change Building (Pomology); Power Generator Building (Infirmary); COA Building; PCC area; Lago-lago river (Pasture area); Gymnasium area
P2 2: No. of areas maintained	B. Castans; 4 JO's	5	6	5	5	5	5.00	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. Castanas; 2JO's	5	6	5	5	5	5.00	Nangka & Mabolo Drive; Calbiga-a & Pangasugan; Exptl. Area; Beach & Highway area
P3 2: NO. of perimeter fence/gates fabricated & maintained	N. Manla; 3 JO's	4	5	5	4	4	4.33	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	5	5	5.00	. 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 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; & 3 JO's	160	200	5	5	5	5.00	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; N. Manla; E. Orendain; 2 JO's	6	7	5	4	4	4.33	Land Cruiser; Bus-36; Isuzu Elf 250; L-300; L-200; Mit. Adv. Bus 37
P5 2: No. of under chassis repair, welding & servicing	A. Armada; R. Muana; C. Albiso; E. Orendain; 2 JO's	12	18	5	5	4	4.67	. High Ace; Hilux; Adventure; Rosa Bus 1 & 2; Bus 36 & 37; Biodiesel; L-200 Bidani & DPBG; Land Cruiser; DH-100; Fire Truck, Elf 350; Strada; Landscape Serv. Jeep; Photos Eng.; hi-Ace Cebu Office
P5 3: No. of engine tune up & servicing	R. Muana; C. Albiso; R. Oracion; A. Armada; 1JO	8	13	5	5	4	4.67	. DH-100; LSWMU; L-200; Strada; Bus 36 & 37; Elf 350 & 250; Adventure; Tamaraw FX; Adv. & L-300 Rootcrops; Ford Fierra; Motorcycle; Floor Polisher; New Generator (Adm. Bldg); Generator(DFST);
P5 4: No. Transmission/Differential repair	A. Armada; R. Muana; B. Castanas; C. Albiso; 2 JO's	2	2	5	5	5	5.00	. Kia Combi; Isuzu Elf 350;
P5 5. No. of engine overhauling/changing	A. Armada; R. Muana; E. Orendain; 1 JO	3	4	5	4	4	4.33	. Hi-Ace; Hilux; Garbage Truck; Rosa Bus 02;
P5 6: No. of motor rewinding & electrical repair	R. Oracion	14	15	5	5	5	5.00	. Bus 36 & 37; Rosa Bus 01 & 02; Hilux; land Cruiser (Yellow); Strada; S. Truck; L-200 (Bidani & DPBG; Backhoe; Adv. OVPRE; Canter; Pick-Up(Agronomy); Land Cruiser (White); DPM Jeep; Ambulance; Fire Truck

P5 7: No. of spare parts machining & fabrication	V. Meliton	9	10	5	4	4	4.33	. Garbage Truck; Isuzu Elf 250; Backhoe; Dump Truck DH 100; Ford Tractor; Hilux; WSSMU; L-300 Jitney Veh.; Cherokee; FARM; Strada; Mixer; AGHAM (Foton); Bindery Section (Lib. Dept.)
P5 8: No. of repainting of vehicles & equipment	3 JO's	2	3	5	5	4	4.67	. Toyota Hi-Ace (Tolosa); Rosa Bus 02; Jeep; SUV(2)
P5 9: No. of tire change & vulcanize	M. Estrosas; 1JO	260	268	5	5	4	4.67	Bicycle; Motorcycle; HELVMU & department vehicles
P5 10: No. of steering (Power/Manual) & hydraulic pump repair	A. Armada; R. Muana; 1JO	1	2	5	4	4	4.33	Fire Truck; Rosa Bus
P5 11: No. of shop services based on job requests	M. Estrosas; 1JO	10	15	4	4	4	4.00	Based on Job Request

HELVMU MFO 6. Operation and maintenance of vehicle

P6 1: No. of trips served	Marlon G. Burlas; I. Laplana; N. Rabanos; C. Cutamora; A. Borneo; A. Banayag; N. Quimco	1170	1175	5	3	3	3.67	VSU Vehicles
P6 2: No. of vehicles & farm equipment maintained	A. Armada; R. Muana; C. Albiso; N. Manla; E. Orendain; M. Estrosas; 3 JO's	30	36	5	3	3	3.67	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%	5.0	5.0	4.0	4.67	
Best practices/new initiatives								

Total Over-all Rating							118.00	
Average Rating				0.00	0.00	0.00	4.72	
Adjectival Rating					Outstanding			

Calibrated by:



REMBERTO A. PATINDOL

Chairman, PMT

Date: _____

Recommending Approval:



REMBERTO A. PATINDOL

Vice Pres. for Admin. & Finance

Date: _____

Approved:



EDGARDO E. TULIN

President

Date: _____