

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM

OFFICE OF THE HEAD FOR PROCUREMENT

I, **Jessamine C. Ecleo**, Head of the **Office of the Head for Procurement (OHP)**, 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 December 2022**.

JESSAMINE C. ECLEO
Ratee

RYSAN C. GUINOCOR

OIC-Director, ODAS

Date

Approved:

EDGARDO E. TULIN

President

Personnel Composition	Position Title/Designation	Number
Permanent	Information Systems Analyst I	1
	Admin. Aide IV	1
	Admin. Aide III (Clerk)	2
Casual	Admin Aide III (Canvasser/Buyer)	1
Job Order	Admin Aide III (Clerk)	6
	Admin. Aide I (Utility/Messenger)	1
GRAND TOTAL		12

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

Items	Major Functions	Success Indicators	Unit/Persons Responsible	January to December 2022 Target	Actual Accomplishment	Rating				REMARKS
						Q1	E2	T3	A4	
OVPAF STO 1: ISO 9001:2015 Aligned Documents										
ODAS STO 1:	ISO 9001:2015 aligned documents and compliant processes									
OHP MFO 1:	Clients served rated the services received at least very satisfactory	PI 1: Percentage of services on procurement planning & management rated at least very satisfactory	J.Ecleo, A.Antofina	95%						
		PI 2: Percentage of support services to the BAC rated at least very satisfactory	J.Ecleo, D.Talisaysay, L.Pagalan, L.Escala, M.Managbanag, M.Milleza, K.Cayone, A.Timkang, A.Antofina	95%						
		PI 3: Percentage of contract management services rated at least very satisfactory	J.Ecleo, E.Esguerra, A.Timkang, L.Escala	95%						
		PI 4: Number of QPs registered/revised	J.Ecleo, E.Esguerra	1						
		PI 5: Number of procurement process implemented according to QPs	All staff of OHP	2						
OVPAF STO 3: ARTA aligned compliance and reporting requirements										
ODAS STO 3:	ARTA aligned frontline services									
OHP MFO 2:	ARTA aligned frontline services	PI 1: Number of complaints from clients in relation to efficient and customer friendly services	J.Ecleo and all OHP Staff	Zero complaint from clients served						