

# UNIT PERFORMANCE COMMITMENT AND REVIEW (UPCR)

I, **VINCENT JOSEPH O. GOJOCO II** of the **Procurement Office**, 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 2023.


**VINCENT JOSEPH O. GOJOCO II**

NAME AND SIGNATURE

Position: AO-I/Procurement Office

Designate

Date: September 18, 2023

Approved by:   <b>GERALDINE A. PALER, CPA</b> Division Chief	Date
<b>RATING SCALE</b>	5 – Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 – Unsatisfactory 1 - Poor

BREAKTHROUGH GOAL: Sound financial stewardship and management of the university's tangible assets.										
STRATEGIC PRIORITIES (30%)										
Program	Program Outcomes	Success Indicators (Targets + Measures)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<i>Strategic Objective # 6: Sound and judicious management of infrastructure facilities, general administrative and planning services including accurate inventory of university's tangible and intangible assets to ensure the attainment of SLSU's vision to be the leading HEI by 2040.</i>										
A. Public Fiscal Management Reform Program										
Project 3 Capacity Building for the Finance Teams on Public Finance Accountability	2 upskilling/retooling activities to be conducted and participated by the Finance team members	100% of employees attended the orientation of the developed IT System titled "Inventory Management		All Personnel	Not undertaken					


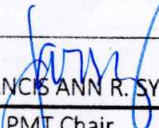
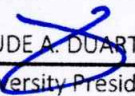
		System for Supply and Property Management and for Business and Resource Generation Offices"		V. Gojoco	Procurement Officer-Designate sent to training of Re-orientation Workshop on the PREXC-based PPMP Presentation for End-Users/Fund Owners	4		4	4	
B. Rehabilitation and Recovery Program										
Project 1 Repair/Reconstruction of Damaged Infrastructure with Improved Resiliency to Disasters	University's infrastructure facilities are reconstructed and rehabilitated in accordance to the improved disaster resiliency standards,	100% of requests for repairs acted upon (Purchase Request)		V. Gojoco, C. Golo, J. Lora, A. Escaño	5/5 or 100% PRs and 11/11 or 100% of POs acted upon	4		4	4	
D. Smart and Green Campus Development Program						4		4	4	
Project 1 Reconfiguration of classrooms, laboratories and offices into smart and green	Efficient, eco-friendly and sustainable infrastructures, processes and practices	100% of request for the reconfiguration/renovation of classrooms/offices processed		V. Gojoco, C. Golo, J. Lora, A. Escaño	1/1 or 100% PRs and 3/3 or 100% POs acted upon	4		4	4	
<b>CORE FUNCTIONS (60%)</b>										
Procurement and Supply Management, Budgeting, Accounting and Cashiering Activities compliant with Good Governance Conditions		100% of PPMP monitored as to preparation of Purchase Requests		V. Gojoco	2/2 or 100 % of PR prepared for Procurement Office Operations	5		5	5	
		100% of PRs/APRs processed immediately upon receipt		C. Golo, A. Escaño	156/156 or 100% of PR prepared and 2/2 or 100% of APR processed immediately upon receipt	4		4	4	
		100% of RFQs prepared and served		V. Gojoco, C. Golo, A. Escaño, J. Lora, J. Pelaez, E. Cruza	<del>163/263</del> or 100% of RFQs prepared checked and served to prospective	3		3	3	











Final Average Rating									
Adjectival Rating									
Assessed by:	Date	Assessed by:	Date	Approved by:	Date				
 GERALDINE A. PALER Division Chief	January 11, 2024	 FRANCIS ANN R. SY PMT Chair		 JUDE A. DUARTE University President					

Legend: 1 – Quality    2 – Efficiency    3 – Timeliness    4 – Average

Biologic  $13 \div 3 = 4.33 \times .30 = 1.30$   
 CORE  $30 \div 7 = 4.29 \times .60 = 2.57$   
 Support  $8 \div 2 = 4 \times .10 = .40$   
 4.27

VINCENT JOSEPH O. GOJOCO II  
NAME AND SIGNATURE  
Rank/Position: ADMINISTRATIVE OFFICER I




Reviewed by:  <u>GERALDINE A. PALER, CPA</u> Immediate Supervisor	Approved by:  <u>DEWOOWOOGEN P. BACLAYON, Ph.D.</u> Next Higher Supervisor	Date
RATING SCALE		5 – Outstanding 4 - Very Satisfactory 3 - Satisfactory 2 – Unsatisfactory 1 - Poor

STRATEGIC PRIORITIES (30%)
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Success Indicators (Targets + Measures)	Allotted Budget	Actual Accomplishment	Rating				Remarks
			Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b><i>Strategic Objective #6: Sound and judicious management of infrastructure facilities, general administrative and planning services including accurate inventory of university's tangible and intangible assets to ensure the attainment of SLSU's vision to be the leading HEI by 2040.</i></b>							



Project 3 Capacity Building for the Finance Teams on Public Finance Accountability						
100% of staff in the Procurement Office attended the orientation of the developed IT System titled "Inventory Management"		Not undertaken				
Attendance of Procurement Officer-Designate to training on the Re-orientation Workshop on the PREXC-based PPMP Presentation for End-Users/Fund Owners		Procurement Officer-Designate attended Re-orientation Workshop on the PREXC-based PPMP Presentation for End-Users/Fund Owners	4		4	4
B. Rehabilitation and Recovery Program University's infrastructure facilities are reconstructed and rehabilitated in accordance to the improved disaster resiliency standards						
100% of requests for repairs monitored		5/5 or 100% of PRs and 11/11 or 100% of POs of requests for repairs monitored	4		4	4
D. Smart and Green Campus Development Program						
100% of request for the reconfiguration/renovation of classrooms/offices monitored		1/1 or 100% of PRs and 3/3 or 100% of POs of requests for repairs monitored	4		4	4
<b>CORE FUNCTIONS (60%)</b>						
<b>Procurement and Supply Management, Budgeting, Accounting and Cashiering Activities compliant with Governance Conditions</b>						
<b>Supplies, Materials &amp; Equipment Procured</b>						
100% of PPMP monitored as to preparation of Purchase Requests		2/2 or 100% of PR prepared for Procurement Office Operations	5		5	5
100% of PRs/APRs monitored		156/156 or 100% of PR checked, reviewed and monitored	4		4	4
100% of RFQs monitored		263/263 RFQs checked, reviewed and monitored	3		3	3
100% of PO monitored		582/582 or 100% PO checked, reviewed and monitored, 546 confirmed and 36 not approved				
100% of APP monitored		156/156 or 100% approved PR checked, reviewed and monitored	4		4	4
100% of Confirmed POs were submitted to the BAC office one week following confirmation for the creation of the Procurement Monitoring Report, which		Checked and reviewed 546/546 or 100% of Confirmed POs submitted to BAC office 1 week following confirmation for the	5		5	5

served as the basis for Agency Procurement Compliance Performance Indicators (APCPI) System			week following confirmation for the creation of the Procurement Monitoring Report, basis for Agency Procurement Compliance Performance Indicators (APCPI) System					
Approved Purchase Requests monitored			156/156 or 100% approved Purchase Requests monitored	4		4	4	
100% of audit findings complied as to recommendations			Not undertaken					
<b>SUPPORT FUNCTIONS (10%)</b>								
<b>Internal Policies and Memoranda Observed</b>								
Procurement operation supervised and procurement personnel coached as many times as needed			Procurement operation supervised and 6/6 personnel coached as many times needed	4		4	4	
100% or required reports submitted on time.			100% of requirements submitted to HRM and other offices on time (IPCR, updated PDS, DTR, SALN, approved application for leave, etc.)	4		4	4	
Total Overall Rating								
Final Average Rating								
Adjectival Rating								
Discussed with:	Date:	Discussed with:	Date:	Approved by:		Date		
 <b>VINCENT JOSEPH O. GOJOCO II</b> Employee	January 11, 2024	I hereby certify that I discussed my assessment of the performance with employee  <b>GERALDINE A. PALER</b> Immediate Head		 <b>DEWOOWOOGEN P. BACLAYON, Ph.D.</b> Next Higher Supervisor				

Legend: 1 – Quality    2 – Efficiency    3 – Timeliness    4 – Average

Strategic  $12 \div 3 = 4 \times .30 = 1.20$   
 CORE  $25 \div 6 = 4.17 \times .60 = 2.50$   
 Support  $8 \div 2 = 4 \times .10 = .40$   
 4.10