

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **Mario Lilio P. Valenzona**, Building and Housing Maintenance Unit, commits to deliver and agree to be rated on the attainment of the following targets the indicated in accordance with measures for the period **JULY- DECEMBER 2021**

Approved:


MARIO LILIO VALENZONA

Ratee


DANIEL LESLIE S. TAN

Vice Pres. For Admin. & Finance

Personnel Composition	Position Title/Designation	Number
Head	Admin. Supervising Officer, Director	1
Regular staff	Adm. Aide V (Carpenter)	2
Regular staff	Adm. Aide V (Painter)	1
Regular staff	Adm. Aide V (Plumbing)	1
Regular staff	Welder I	1
Regular staff	Draftsman III	1
Regular staff	Construction Foreman	1
Casual	Foreman	2
	Sub-TOTAL	10
Job Order	Adm. Aide I	6
	Sub Total	6
	TOTAL	16



MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of June 30	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO5: Support to Operations (STO)										
VPAF STO1: ISO 9001:2015 aligned documents										
	PI 1. Number of quality procedures prepared/revised	MLP. Valenzona & all BHM staff	4	4	100%	5	5	5	5.00	
VPAF STO4: Innovations & Best Practices										
	PI 2. Number of innovative and revised policies/guidelines prepared and finally approved	MLP. Valenzona & all BHM Staff	4	4	100%	5	5	5	5.00	
UMFO6: General Administrative and Support Services										
VPAF GASS 1: Administrative and Support Services Management										
	PI 3. Number of personnel supervised	MLP. Valenzona & all BHM Staff	15	15	100%	5	5	5	5.00	

					Rating				
PI 4. Number of administrative services, equipment service requests and financial/administrative documents acted within time frame	MLP. Valenzona & all BHM Staff	1000	1000	100%	5	5	5	5.00	
PI 5. Number of offices and units directly supervised, monitored and coordinated	MLP. Valenzona & all BHM Staff	1	1	100%	5	5	5	5.00	
PI 6. Efficient & customer-friendly frontline service	MLP. Valenzona & all BHM staff	100%	100%	100%	5	5	5	5.00	
Maintenance of Facilities and Equipment									
PI 7. Number of building and facilities inspected for preventive maintenance;	MLP. Valenzona, AM. Encierto, MG. Burlas & ME. Baliad	100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works	5	4	4	4.33	
PI 8. Number of building and facilities conducted repair and maintenance for corrective maintenance.	MLP. Valenzona, AM. Encierto, MG. Burlas & ME. Baliad	100% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenance Works	5	4	4	4.33	
Project Management & Implementation Services									
PI 9. Effective monitoring and implementation of Infra Projects	MLP. Valenzona	100% of Well Monitored and Implemented Projects	100% of Well Monitored and Implemented Projects	100% of Well Monitored and Implemented Projects	5	5	5	5.00	
PI 10. Plans and Sketches, Cost estimates & Inspection	MLP. Valenzona & AR. Salentes	100% Complied	100% Complied	100% Complied	5	5	5	5.00	
								48.67	
								4.87	
								0	

Calibrated by:


DANIEL LESLIE S. TAN

PMT Chairman
 Date: 3/2/22

Recommending Approval:


DANIEL LESLIE S. TAN

Vice President For Amin. & Finance
 Date: 3/2/22

Approved:


EDGARDO E. TULIN

President
 Date: 3/2/22