

TC #128853, 08/11/23 *AM*

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPCR)

I, **Mario Lilio P. Valenzona**, Director of the **Physical Plant Office**, commits to deliver and agree to be rated on the attainment of the following targets the indicated in accordance with measures for the period **JANUARY - JUNE 2023**

MARIO LILIO VALENZONA
Ratee

Approved:

DANIEL LESLIE S. TAN
Vice President for Admin. & Finance

Personnel Composition	Position Title/Designation	Number
Personnel Composition	Position Title/Designation	Number
Head	Admin. Supervising Officer, Director	1
Regular staff	Unit Heads	2
Regular staff	Engineer III	1
Regular staff	Engineer II	1
Regular staff	Adm. Officer IV	1
Regular staff	Admin. Assistant V	3
Regular staff	Admin. Aide VI	2
Regular staff	Admin. Aide VI (Mechanic)	2
Regular staff	Admin. Aide V	2
Regular staff	Admin. Aide IV	2
Regular staff	Admin. Aide IV (Driver)	3
Regular staff	Admin. Aide IV (Welder I)	1
Regular staff	Admin. Aide III	2
Regular staff	Admin. Aide III (Driver)	4
Regular staff	Admin. Aide I	4
Regular staff	Heavy Equipment Operator	2
Regular staff	Welder II	1
Regular staff	Draftsman III	1
Regular staff	Construction Foreman	1
Regular staff	Plumbing Foreman	1
Casual	Foreman	1
Casual	Admin. Aide I	1
	Sub-TOTAL	39
Job Order	Electrical Engineer	1
Job Order	Mechanical Engineer	1
Job Order	AC Technician	2
Job Order	Adm. Aide I	36
Job Order	Clerk	2
	Sub Total	42
	TOTAL	81



MFO/P APs	Success Indicator	UNIT/Persons Responsible	Target (January-December2023)						Actual Accomplishment (January-December2023)						Rating				Remarks				
			Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Maintenance Unit	Instrument ation & Lab. Equip. Unit	Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Maintenance Unit	Instrument ation & Lab. Equip. Unit	Q	E	T	A					
UMFO5: Support to Operations (STO)																							
VPAF STO1: ISO 9001:2015 aligned documents																							
	PI 1. Number of quality procedures prepared/revised	MLP. Valenzona & All PPO Units Heads	1						1						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 PPO Units Heads	1						1						5	5	5	5.00					
UMFO6: General Administrative and Support Services (GASS)																							
VPAF GASS 1: Administrative and Support Services Management																							
	PI 3. Number of personnel supervised	MLP. Valenzona & All PPO Units Heads	7	13	25	13	16	6	7	13	25	13	16	6	5	5	5	5.00					
	PI 4. Percentage of administrative services, equipment service requests and financial/administrative documents acted within time frame	MLP. Valenzona & All PPO Units Heads	100%	100%	100%	100%	100%	100%	100%	95%	100%	100%	100%	100%	5	4	4	4.33					
	PI 5. Number of offices and units directly supervised, monitored and coordinated	MLP. Valenzona & All PPO Units Heads	5						5						5	4	5	4.67					
	PI 6. Efficient & customer-friendly frontline service	MLP. Valenzona & All PPO Units Heads	100%	100%	100%	100%	100%	100%	95%	95%	100%	95%	100%	100%	5	4	5	4.67					
VPAF GASS 4: Maintenance of Facilities and Equipment																							
35	PI 7. Percentage of buildings and facilities inspected for maintenance relative to total number of buildings and facilities	MLP. Valenzona, & PPO personnel	80% of buildings and facilities						40%						5	5	4	4.67	1st 52nd Quarterly Accomplishment				
10	PI 8. Percentage of vehicles and heavy equipment inspected for maintenance relative to total number of vehicles and heavy equipment	MLP. Valenzona, MG. Burlas	80% of vehicles and heavy equipment inspected								50%				5	5	5	5.00	11				
15	PI 9. Percentage of instructional laboratory instruments and equipment inspected	MLP. Valenzona, MG Burlas	100% laboratory instruments and equipment inspected											50%	5	5	5	5.00	11				
	PI 10. Percentage of instructional laboratory instruments and equipment calibrated	MLP. Valenzona, MG Burlas	50% laboratory instruments and equipment calibrated											10%	5	5	5	5.00	11				

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			Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Maintenance Unit	Instrument ation & Lab. Equip. Unit	Office of the Director for Physical Plant	Building & Housing Maintenance Unit	Motor Pool Services Unit	Power Plant & Electrical Unit	Ground & Landscape Maintenance Unit	Instrument ation & Lab. Equip. Unit	Q	E	T	A	
10	PI 11. Number of electrical distribution lines inspected and maintained	MLP. Valenzona, MG. Burlas & Power Plant and Electrical Services Personnel	4 electrical distribution line inspected									100%			5	5	5	5.00	
	PI 12. Frequency of garbage collection and proper disposal per area coverage	MLP. Valenzona, RD. Troyo & GLM personnel	once a week										twice a week		5	4	4	4.33	
5	PI 13. Percentage of the priority areas for repair is addressed based on the allotted budget for repair and maintenance given by the administration for the year 2022.	MLP. Valenzona, & PPO personnel	50% of priority areas repaired							20%					4	4	4	4.00	1st & 2nd Quarter Accomplishment
	PI 14. Percentage of the filed service/job requests acted for the year 2022.	MLP. Valenzona, PPO Unit Heads and PPO Personnel	50% of filed service/job request							55%	100%	42%	100%	95%	4	4	4	4.00	
5	PI 15. Timeliness of responding to the filed service/job requests (feedbacking of the job requests to the requesting party)	MLP. Valenzona, dDRCs, foreman and PPO Personnel	100% of filed service/job request responded							90%	100%	100%	100%	100%	4	4	4	4.00	
VPAF GASS 7: Project Management & Implementation Services																			
13	PI 16. Timely completion of funded and implemented infrastructure projects	MLP. Valenzona & PD Galupo	100% infrastructure projects completed on time						75%						5	5	4	4.67	
15	PI 17. Number of billings and vouchers for payment of services and infrastructure prepared	MLP. Valenzona & MC. Bantugan, AF. Marinay	40 vouchers prepared						39						5	5	5	5.00	
13	PI 18. Percentage of implemented projects monitored and inspected	MLP. Valenzona & PD Galupo	100% monitored and inspected						100%						5	5	5	5.00	
	PI 19. Number of plans and cost estimates for repair prepared	MLP. Valenzona & AR Salentes	10 plans and cost estimates prepared						5						5	5	5	5.00	
Total Over-all Rating										89.333									
Average Rating										4.702									
Adjectival Rating																			

Received by:

TONI MARC L. DAGRANTES

Director, Planning Office

Date: 7/10/2023

Calibrated by:

DANIEL LESLIE S. TAN

PMT Chairman

Date: JUL 10 2023

Approved by:

EDGARDO E. TULIN

President

Date: JUL 12, 2023