

## OFFICE PERFORMANCE COMMITMENT &amp; REVIEW FORM (OPCR)

I, **Legario B. Ramos**, Instrumentation & Laboratory Equipment 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 **JANUARY - DECEMBER 2021**

  
**LEGARIO B. RAMOS**

Ratee

Approved:

  
**MARIO LILIO VALENZONA**

Director, PPO



Personnel Composition	Position Title/Designation	Number
Personnel Composition	Position Title/Designation	Number
Head	Administrative Officer II	1
Regular staff	Admin Aide VI	1
Casual	Admin Aide V	1
	<b>Sub-TOTAL</b>	<b>3</b>
Job Order	Adm. Aide I	2
	<b>Sub Total</b>	<b>2</b>
	<b>TOTAL</b>	<b>5</b>

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target	Details of Actual Accomplishments	Percentage as of Jun. 30	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
UMFO5: Support to Operations (STO)										
VPAF STO1: ISO 9001:2015 aligned documents										
	PI 1. Number of quality procedures prepared/revised	Legario Ramos & all ILE personnel	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	Legario Ramos & all ILE personnel	4	4	100%	5	5	5	5.00	
UMFO6: General Administrative and										
VPAF GASS 1: Administrative and Support Services Management										
	PI 3. Number of personnel supervised	Legario Ramos & all ILE personnel	5	5	100%	5	5	5	5.00	

					Rating				
	PI 4. Number of administrative services, equipment service requests and financial/administrative documents acted within time frame	Legario Ramos & all ILE personnel	895	895	100%	5	5	5	5.00
	PI 5. Number of offices and units directly supervised, monitored and coordinated	Legario Ramos & all ILE personnel	1	1	100%	5	5	5	5.00
	PI 6. Efficient & customer-friendly frontline service	Legario Ramos & all ILE personnel	100%	100%	100%	5	5	5	5.00
<b>VPAF GASS 4: Maintenance of Facilities and Equipment</b>									
10	PI 7. Number of building and facilities conducted repair and maintenance for corrective maintenance.	MLP. Valenzona, AM. Enciarto, MG. Burias & ME. Baliad	100% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenance Works	100%	5	5	5	5.00
50	PI 8. Number of laboratory instruments and equipment inspected for preventive maintenance.	L. B. Ramos and ILM staff	100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works	100%	5	5	5	5.00
25	PI 9. Number of laboratory instruments and equipment inspected for in-house calibration.	L. B. Ramos and ILM staff	100% of scheduled In house Maintenance Works	100% of scheduled In house Maintenance Works	100%	5	5	5	5.00
5	PI 10. Number of laboratory instruments and equipment inspected for outsource referral.	L. B. Ramos and ILM staff	100% of scheduled for Outsource Maintenance Works	100% of scheduled for Outsource Maintenance Works	100%	5	5	5	5.00
<b>Total Over-all Rating</b>									<b>50.00</b>
<b>Average Rating</b>									<b>5.00</b>
<b>Adjectival Rating</b>									<b>O</b>

Received by:

  
**DANIEL LESLIE S. TAN**

Planning Director, Office

Date: JUL 23 2021

Calibrated by:

  
**REMBERTO A. PATINDOL**

PMT Chairman

Date: 7/21/21

Recommending Approval:

  
**REMBERTO A. PATINDOL**

Vice Pres. For Admin. & Finance

Approved:

  
**EDGARDO E. TULIN**

President

Date: \_\_\_\_\_