

Exhibit "A"

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 JULY - DECEMBER 2020

MARIO LILIO VALENZONA

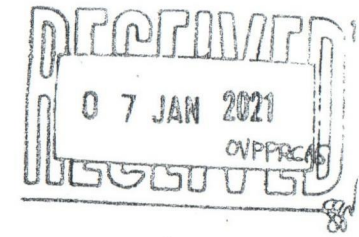
Ratee

Approved:



REMBERTO A. PATINDOL

Vice Pres. For Admin. & Finance



Personnel Con	Position Title/Designation	Number
Head	Admin. Supervising Officer, Director	1
Regular staff	Unit Heads	4
Regular staff	Adm. Asst. III	1
Regular staff	Adm. Asst. III Power Plant Opr.	1
Regular staff	Adm. Asst. III Electrician	1
Regular staff	Adm. Aide VI Power Plant Operator	1
Regular staff	Admin Aide I	2
Regular staff	Admin Aide II	3
Regular staff	Admin Aide III (Driver)	4
Regular staff	Adm. Aide V (Carpenter)	2
Regular staff	Adm. Aide V (Painter)	1
Regular staff	Adm. Aide V (Plumbing)	1
Regular staff	Adm. Aide VI (Mechanic)	3
Regular staff	Adm. Aide VI (Machines)	1
Regular staff	Heavy Equip opr.	1
Regular staff	Welder II	1
Regular staff	Draftsman III	1
Regular staff	Construction Foreman	1
Casual	Foreman	2
Casual	Admin Aide I	1
	Sub-TOTAL	33
Job Order	Adm. Aide I	24
Job Order	Clerk	1
	Sub Total	25
	TOTAL	58

MFO/PAPs	Success Indicator	UNIT/Persons Responsible	Target						Details of Actual Accomplishments	Percentage as of Dec. 31	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	Instrumentation & Lab. Equip. Unit			Q ¹	E ²	T ³	A ⁴	
UMF05: Support to Operations (STO)															
VPAF STO1: ISO 9001:2015 aligned documents															
	PI 1. Number of quality procedures prepared/revised	MLP, Valenzona & all GSD, Units Heads	4						4	100%	5	5	5	5.00	

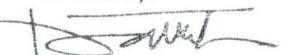
No.	Indicator	Responsible	Target						Details of		Rating			
			100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works on Motorpool					100% of scheduled Preventive Maintenance Works on Motorpool	100% of scheduled Preventive Maintenance Works on Motorpool				
15	PI 8. Number of equipment and vehicle inspective for preventive maintenance.	MLP. Valenzona, MG. Burias & R.M. Sanico	100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works on Motorpool					100% of scheduled Preventive Maintenance Works on Motorpool	100% of scheduled Preventive Maintenance Works on Motorpool	5	4	4	4.33
10	PI 9. Number of equipment and vehicle conducted repair and maintenance for corrective maintenance.	MLP. Valenzona, MG. Burias & R.M. Sanico	100% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenance Works on motorpool					100% of scheduled Corrective Maintenance Works on motorpool	100% of scheduled Corrective Maintenance Works on motorpool	5	4	4	4.33
	PI 10 Timely Garbage collection and disposal.	MLP. Valenzona & ME. Baliad	100% Collected and Disposed				100% Collected and Disposed		100% Collected and Disposed	100% Collected and Disposed	5	4	4	4.33
5	PI 11 Well maintained landscape and Street Cleaning Areas in the Campus	MLP. Valenzona & ME. Baliad	100% of scheduled Well Maintained Areas in the Campus Works				100% of scheduled Well Maintained Areas in the Campus Works		100% of scheduled Well Maintained Areas in the Campus Works	100% of scheduled Well Maintained Areas in the Campus Works	5	4	4	4.33
50	PI 12. Number of laboratory instruments and equipment inspected for preventive maintenance.	MLP. Valenzona & L. B. Ramos	100% of scheduled Preventive Maintenance Works				100% of scheduled Preventive Maintenance Works		100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works	5	4	4	4.33
25	PI 13. Number of laboratory instruments and equipment inspected for in-house calibration.	MLP. Valenzona & L. B. Ramos	100% of scheduled In-house Maintenance Works				100% of scheduled In-house Maintenance Works		100% of scheduled In-house Maintenance Works	100% of scheduled In-house Maintenance Works	5	4	4	4.33
5	PI 14. Number of laboratory instruments and equipment inspected for outsource referral.	MLP. Valenzona & L. B. Ramos	100% of scheduled for Outsource Maintenance Works				100% of scheduled for Outsource Maintenance Works		100% of scheduled for Outsource Maintenance Works	100% of scheduled for Outsource Maintenance Works	5	4	4	4.33

VPAF GASS 7: Project Management & Implementation

			Target					Details of		Rating				
VPAF ST04: Innovations & Best Practices														
	PI 2. Number of innovative and revised policies/guidelines prepared and finally approved	MLP, Valenzona & all GSD, Units Heads	4						4	100%	5	5	5	5.00
UMF06: General Administrative and														
VPAF GASS 1: Administrative and Support Services Management														
	PI 3. Number of personnel supervised	MLP, Valenzona & all GSD, Units Heads	58						58	100%	5	5	5	5.00
	PI 4. Number of administrative services, equipment service requests and financial/administrative documents acted within time frame	MLP, Valenzona & all GSD, Units Heads	1000						1000	100%	5	5	5	5.00
	PI 5. Number of offices and units directly supervised, monitored and coordinated	MLP, Valenzona & all GSD, Units Heads	5						5	100%	5	5	5	5.00
	PI 5. Efficient & customer-friendly frontline service	MLP, Valenzona & all GSD, Units Heads	100%						100%	100%	5	5	5	5.00
VPAF GASS 6: Maintenance of Facilities and Equipment														
35	PI 6. Number of building and facilities inspected for preventive maintenance.	MLP, Valenzona, AM, Encierto, MG, Burias & ME Baliad	100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works		100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works		100% of scheduled Preventive Maintenance Works	100% of scheduled Preventive Maintenance Works	5	4	4	4.33
10	PI 7. Number of building and facilities conducted repair and maintenance for corrective maintenance.	MLP, Valenzona, AM, Encierto, MG, Burias & ME Baliad	100% of scheduled Corrective Maintenance Works			100% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenance Works		100% of scheduled Corrective Maintenance Works	100% of scheduled Corrective Maintenance Works	5	4	4	4.33

			Target						Details of		Rating				
13	PI 15. 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	100% of Well Monitored and Implemented Projects	5	5	5	5.00	
15	PI 16. Number of billings and vouchers for payment of services and infrastructure processed	MLP, Valenzona & MC. Bantugan, Af. Marikina	100% of Processed and Acted Payments						100% of Processed and Acted Payments	100% of Processed and Acted Payments	5	5	5	5.00	
13	PI 17. Plans and Sketches, Cost estimates & Inspection	MLP, Valenzona & AR. Salentes	100% Complied						100% Complied	100% Complied	5	5	5	5.00	
Total Over-all Rating														54.00	
Average Rating														4.67	
Adjectival Rating														0	

Received by:



DANIEL LESLIE S. TAN
Planning Director, Office

Date: _____

Calibrated by:



REMBERTO A. PATINDOL
PMT Chairman

Date: _____

Recommending Approval:



REMBERTO A. PATINDOL
Vice President for Admin. & Finance

Date: _____

Approved:



EDGARDO E. TULIN
President

Date: _____